

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Notice of Exhausted Retainer - [Case Name/Matter Number]

Dear [Client Name],

This letter is to formally notify you that the initial retainer fee provided for the above-referenced matter has been exhausted as of [Date].

Our records indicate that the remaining balance in your trust account is \$[Amount]. Since our last billing cycle, additional legal services have been performed and costs have been incurred in the amount of \$[Amount].

Pursuant to our signed Engagement Agreement, a replenishment of the retainer is now required to ensure continued representation and to cover upcoming legal activities, including [mention upcoming tasks, e.g., depositions, trial preparation, or filings].

Please remit a payment in the amount of \$[Amount] by [Due Date] to replenish your retainer account. Payments can be made via [Payment Method: check, wire transfer, or online portal].

Timely replenishment of the retainer is necessary for us to maintain the current schedule of your case. If you have any questions regarding your current statement or this request, please contact our office immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Attorney Name]
[Law Firm Name]