

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: FINAL NOTICE - Overdue Trust Account Replenishment

Dear [Client Name],

This letter serves as a formal final notice regarding the outstanding balance required to replenish your trust account for legal services related to [Matter Name/Case Number].

As previously discussed and outlined in our fee agreement, a minimum evergreen balance of \$[Required Minimum Amount] must be maintained. Our records indicate that your current trust balance is \$[Current Balance], leaving a deficiency of \$[Amount Owed].

Despite our prior requests dated [Date of First Notice] and [Date of Second Notice], we have not yet received the required funds. Please be advised that these funds are necessary to ensure the continued progression of your legal matter.

Required Action:

Please remit the full amount of \$[Amount Owed] no later than [Due Date]. Payments can be made via [Payment Methods, e.g., check, wire transfer, or online portal].

Failure to replenish the trust account by the aforementioned date may result in the immediate suspension of work on your file and/or our formal withdrawal as your legal counsel, subject to court approval and ethical guidelines.

If you have already sent this payment, please disregard this notice. If you have questions regarding your account balance, please contact our billing department at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name/Attorney Name]

[Law Firm Name]