

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Confirmation of Payment Plan for Trust Account Replenishment

Dear [Client Name],

This letter serves as formal confirmation of the payment plan agreement we reached on [Date] regarding the replenishment of your trust account for legal services related to [Matter/Case Name or Number].

As of [Date], the current balance in your trust account is \$[Amount]. To maintain the required minimum retainer of \$[Amount], it has been agreed that you will replenish the account according to the following schedule:

- **Total Replenishment Amount:** \$[Total Amount]
- **Installment Amount:** \$[Amount per Payment]
- **Frequency:** [Weekly/Monthly/Bi-Weekly]
- **Start Date:** [Date of First Payment]
- **Number of Payments:** [Total Number]

Payments should be made via [Payment Method: Check, Credit Card, ACH, etc.]. Please ensure that each payment is received by our office on or before the [Day of Month/Week] of each period.

Please note that maintaining a positive trust account balance is a condition of our continued representation. If a payment is missed, the full remaining balance may become due immediately, and we may be required to suspend work on your file until the account is brought current.

If this summary accurately reflects our agreement, please sign and return a copy of this letter for our records. If you have any questions, please contact our billing department at [Phone Number].

Sincerely,

[Attorney Name]

[Law Firm Name]

Acknowledgment and Agreement:

I, [Client Name], agree to the payment plan terms as outlined above.

Client Signature

Date: _____