

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Response to Inquiry Regarding Retainer Replenishment for [Case Name/Matter Number]

Dear [Client Name],

We are in receipt of your communication dated [Date] regarding the recent request for a retainer replenishment in the amount of \$[Amount].

We understand your concerns regarding legal costs. However, per our initial Engagement Agreement signed on [Date], a minimum evergreen retainer balance of \$[Minimum Amount] is required to ensure the continued progression of your matter. This replenishment is necessary due to [briefly mention reason, e.g., upcoming trial preparation, extensive discovery, or recent motion practice].

Attached to this letter, please find a detailed summary of the work performed to date and an itemized statement of the current trust account balance. These records show that the previous funds have been applied to earned fees and incurred costs as authorized.

To avoid a disruption in our services or a potential withdrawal from representation, we kindly ask that the replenishment be made by [Due Date]. We accept payment via [Payment Methods].

If you would like to discuss a structured payment plan or have specific questions regarding individual line items on your statement, please contact our billing department at [Phone Number] or [Email Address].

We value our relationship and look forward to continuing our work on your behalf.

Sincerely,

[Your Name/Firm Name]

[Your Title]