

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Courtesy Write-Off of Remaining Balance - [Case Name/Matter Number]

Dear [Client Name],

This letter is to inform you that the initial retainer for your legal matter has been fully exhausted as of [Date].

Upon reviewing your final billing statement, there was an outstanding balance of \$[Amount] remaining after the application of your retainer. In appreciation of our professional relationship, we have elected to provide a one-time courtesy write-off for this remaining balance. Your account for this specific matter is now considered paid in full, and no further payment is required at this time.

Please note that any future work performed on this matter or any new legal services requested will require a new fee agreement and/or an additional retainer deposit as outlined in our original engagement terms.

We appreciate the opportunity to have assisted you with this matter. If you have any questions regarding your statement or require further legal assistance, please do not hesitate to contact our office.

Sincerely,

[Your Name/Firm Name]

[Title]