

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Declined Credit Card Transaction - Trust Account Replenishment

Dear [Client Name],

We are writing to inform you that the credit card transaction attempted on [Date] in the amount of \$[Amount] for the replenishment of your trust account was declined by your financial institution.

As a result, the required funds have not been credited to your trust account. Please contact your card issuer to resolve any issues or provide us with an alternative method of payment at your earliest convenience.

As per our engagement agreement, maintaining a minimum balance in your trust account is necessary for us to continue our legal representation. We kindly request that you settle this balance by [Due Date] to ensure there is no interruption in our services.

You may provide payment via:

- A different credit or debit card
- Check or Money Order
- Wire Transfer

If you have already addressed this issue or have questions regarding your account balance, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Name]

[Title]