

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Retainer Account Replenishment and Billing Update

Dear [Client Name],

I am writing to provide you with a status update regarding your legal matter and your current retainer balance. As of [Date], the funds remaining in your trust account have fallen below the minimum balance required under our representation agreement.

Current Account Status:

- Initial/Previous Retainer Amount: \$[Amount]
- Total Services Billed to Date: \$[Amount]
- Current Remaining Balance: \$[Amount]
- **Replenishment Amount Due: \$[Amount]**

To ensure uninterrupted legal services, please replenish your retainer account by [Due Date]. These funds will be held in our trust account and applied against future invoices as work progresses.

Billing Update:

Attached to this letter is a detailed summary of recent activities and disbursements incurred on your behalf. We have recently completed [Brief Description of Work Done], and we anticipate the next phase of your case will involve [Brief Description of Upcoming Tasks].

Payment Methods:

You may submit your payment via [Check / Credit Card / Wire Transfer / Online Portal]. Please make checks payable to "[Law Firm Name]" and include your matter number [Matter Number] on the memo line.

If you have any questions regarding these charges or the status of your account, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter and for the opportunity to represent you.

Sincerely,

[Your Name]

[Law Firm Name]