

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Demand for Replenishment of Retainer - [Case/Matter Name or Number]

Dear [Client Name],

I am writing to provide you with an update regarding the status of your legal fee retainer account. As per our initial Fee Agreement dated [Date of Agreement], a minimum retainer balance must be maintained to ensure the continued progression of your legal matter.

As of [Current Date], your current retainer balance is \$[Current Balance]. Based on recent activity and upcoming requirements for your case, this balance has fallen below the required minimum threshold of \$[Minimum Threshold].

To continue our representation and perform the necessary upcoming tasks, we require a replenishment of the retainer in the amount of **[\$Amount Due]**. This will bring your total retainer balance to **[\$Total New Balance]**.

Please submit payment by [Due Date] via one of the following methods:

- [Payment Method 1: e.g., Online Portal Link]
- [Payment Method 2: e.g., Check payable to Firm Name]
- [Payment Method 3: e.g., Wire Transfer]

Please be advised that maintaining a positive retainer balance is a condition of our continued representation. Failure to replenish the account by the date requested may result in a suspension of work or our withdrawal from this matter.

If you have any questions regarding your current invoice or the status of your account, please contact [Contact Name] at [Phone Number/Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Law Firm Name]