

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: NOTICE OF PAST DUE ACCOUNT AND RETAINER REPLENISHMENT

Dear [Client Name],

This letter is to inform you that your account is currently past due. Our records indicate an outstanding balance of \$[Amount] for services rendered through [Date].

Additionally, per our engagement agreement, your trust account balance has fallen below the required minimum of \$[Minimum Balance Amount]. To continue our legal representation, we require a payment to settle the outstanding invoices and replenish your retainer.

Total Amount Due: \$[Total Amount]

Please submit payment by [Due Date] to ensure there is no disruption in our services. Payments can be made via [Payment Methods: Check/Wire/Online Portal].

If you have already sent payment, please disregard this notice. If you have questions regarding your statement, please contact our billing department at [Phone Number] or [Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Firm Name]

[Your Title]