

head>

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Trust Account Depletion and Termination of Representation

Dear [Client Name],

This letter serves to formally notify you that the funds previously held in your trust account for legal services regarding [Matter Description/Case Number] have been fully depleted as of [Date]. All remaining funds were applied to outstanding invoices for professional services rendered and costs incurred.

As per our initial Engagement Agreement dated [Date], our representation was contingent upon the maintenance of a required minimum retainer balance. Since the trust account is now exhausted and no additional funds have been provided to replenish the account, [Law Firm Name] is formally disengaging as your legal counsel, effective [Date or "immediately"].

Please be advised of the following:

- **Status of Matter:** [Provide brief status update, e.g., "The discovery phase is complete, but no trial date is set."]
- **Upcoming Deadlines:** You must take note of the following critical dates: [List dates/deadlines]. Failure to act by these dates may result in the loss of legal rights.
- **Client File:** Your original file is available for pickup at our office. Please contact us by [Date] to arrange for the transfer of your file to you or your new counsel.
- **Withdrawal:** We will file the necessary "Notice of Withdrawal" with the court on [Date].

We recommend that you secure new legal representation immediately to ensure your interests are protected. We wish you the best in this matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]