

[Sender's Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Address]

[City, State, Zip Code]

**RE: NOTICE OF DEPLETED TRUST ACCOUNT AND TERMINATION OF REPRESENTATION**

Dear [Client Name],

This letter is to formally notify you that the funds previously held in trust for your legal matter, [Matter Name/Case Number], have been fully depleted. As of [Date], the balance of your trust account is \$0.00.

Pursuant to our Engagement Agreement dated [Date], continued representation is contingent upon the maintenance of a minimum retainer balance. We previously notified you of the need to replenish these funds on [Date of previous notice], but we have not received the required payment.

Consequently, please be advised that [Law Firm Name] is hereby terminating its legal representation of you in this matter, effective [Date].

**Status of Your Case:**

[Briefly describe any upcoming deadlines or current status]. We strongly recommend that you retain new legal counsel immediately to ensure your interests are protected and that no deadlines are missed.

**File Transfer:**

Your original file is available for pickup at our office. Alternatively, we can forward the file to you or your new counsel upon receipt of written authorization and payment of any outstanding administrative costs for duplication.

**Final Invoice:**

Attached is a final statement showing the application of the last remaining trust funds toward your outstanding balance. [Mention if any balance remains due].

We wish you the best in the resolution of this matter.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]