

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Disbursement of Funds - [Case/Project Reference Number]

Dear [Client Name],

We are pleased to inform you that we have processed the disbursement of funds related to [Description of Matter/Settlement].

Please find enclosed a check in the amount of **[\$[Amount]]**. This payment represents the net proceeds due to you after the deduction of authorized fees and expenses as detailed below:

- Total Recovery/Settlement Amount: \$[Amount]
- Legal Fees: \$[Amount]
- Costs/Disbursements: \$[Amount]
- Other Deductions: \$[Amount]
- **Total Amount Disbursed to Client: \$[Amount]**

By accepting and cashing this check, you acknowledge that this represents the full and final disbursement for this specific matter.

If you have any questions regarding this payment or the attached summary, please contact our office at [Phone Number].

It has been a pleasure serving you.

Sincerely,

[Your Name/Firm Name]

[Title]