

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Attorney/Firm Name]
[Name of Individual Attorney, if applicable]
[Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR RETURN OF TRUST FUNDS - [Case Name/Matter Number]

Dear [Attorney Name],

This letter serves as a formal demand for the immediate accounting and return of funds held in trust on my behalf. To date, I have placed a total of \$[Amount] into your client trust account for the purpose of [State Purpose, e.g., legal fees, settlement holding, or filing costs].

Based on my records and recent communications, it appears that these funds have been handled improperly. Specifically, [State the issue, e.g., unauthorized withdrawals, failure to provide an accounting, or commingling of funds]. This constitutes a serious breach of your fiduciary duty and professional ethics regarding the management of client funds.

I hereby demand the following actions be taken within [Number, e.g., 5] business days of the date of this letter:

- A complete, itemized ledger of all transactions related to my trust account.
- Copies of all bank statements and checks associated with my funds.
- The immediate return of the undisputed balance of \$[Amount] via [Certified Check/Wire Transfer].

Failure to comply with this demand will leave me with no choice but to pursue formal legal action. This may include filing a grievance with the [State Name] State Bar Association's disciplinary committee and initiating a civil lawsuit to recover the funds, including interest and legal costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]