

[Attorney Name/Law Firm]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Financial Institution]

[Legal Department / Fraud Department]

[Address]

[City, State, Zip Code]

**RE: NOTICE OF REPRESENTATION AND URGENT DEMAND FOR ASSET FREEZE**

**Account Name:** [Name of Trust or Account Holder]

**Account Number(s):** [Last four digits of accounts, if known]

**Trustee(s) of Record:** [Name of Current Trustee(s)]

To Whom It May Concern,

Please be advised that this office represents [Client Name], a beneficiary of the [Name of Trust]. We are writing to formally notify [Financial Institution] of a legal dispute regarding the management and potential misappropriation of trust assets held at your institution.

We have obtained evidence suggesting that [Name of Alleged Perpetrator] has engaged in unauthorized transactions, commingling of funds, or other breaches of fiduciary duty resulting in the misappropriation of trust assets. These actions represent a direct threat to the integrity of the trust corpus.

**Formal Demand for Administrative Freeze:**

On behalf of our client, we hereby demand that [Financial Institution] immediately place an administrative freeze on all accounts associated with the [Name of Trust] to prevent any further unauthorized withdrawals, transfers, or liquidations. This freeze should remain in effect until:

- The parties reach a written settlement agreement;
- A court of competent jurisdiction issues an order regarding the disposition of the funds;
- or
- Written authorization is provided by this office.

**Request for Information:**

Pursuant to our representation, we also request copies of all account statements, transaction histories, and signature cards for the aforementioned accounts from [Start Date] to the present.

Please acknowledge receipt of this letter and confirm that the requested freeze has been implemented. Failure to act to preserve these assets may result in [Financial Institution] being named in future litigation for facilitating the dissipation of trust property.

We thank you for your immediate attention to this matter.

Sincerely,

[Signature]

[Printed Name of Attorney]

[Law Firm Name]