

[Company/Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

[Client Name]
[Client Address Line 1]
[City, State, Zip Code]

RE: Notice of Unapplied Trust Funds Refund

Account Number: [Account Number]

Matter: [Matter Description]

Dear [Client Name],

Our records indicate that we are currently holding unapplied funds in our trust account on your behalf in the amount of **[\$[Amount]]**.

As the legal services regarding the above-referenced matter have been concluded and all outstanding invoices have been satisfied, these remaining funds are being returned to you. Please find the enclosed check for the full balance.

Refund Details:

- Total Amount Refunded: **[\$[Amount]]**
- Check Number: [Check Number]
- Date Issued: [Date]

Please acknowledge receipt of these funds by signing and returning a copy of this letter in the provided envelope, or by contacting our office if you have any questions regarding this balance.

Thank you for the opportunity to be of service to you.

Sincerely,

[Signature]
[Printed Name]
[Title]