

[Sender's Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Refund of Unused Trust Account Balance

Matter: [Matter Name/Case Number]

Dear [Client Name],

Our records indicate that legal services regarding the above-referenced matter have been completed. As a result, we are closing your file.

At this time, there is a remaining credit balance of \$[Amount] in your client trust account. Enclosed with this letter, please find check number [Check Number] for the full amount of the remaining balance.

We have also enclosed a final statement of account detailing the final billings and the disbursement of these funds for your records.

Thank you for allowing us to assist you with this matter. If you have any questions regarding this refund or your final statement, please contact our office at [Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title]

Enclosures: Refund Check, Final Statement