

[Sender Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

Re: Refund of Excess Retainer Fee - Case/Matter No: [Reference Number]

Dear [Client Name],

This letter is to formally notify you that our professional services regarding [Description of Matter] have been concluded as of [Completion Date].

According to our records, the total amount of the retainer fee initially deposited was \$[Original Amount]. After deducting all final fees, costs, and disbursements incurred during the course of our representation, there remains an unused balance of \$[Refund Amount].

Please find enclosed a check (Check No: [Number]) in the amount of \$[Refund Amount], representing the full refund of your excess retainer fee. We have also attached a final itemized statement for your review, detailing all charges and credits applied to your account.

It has been a pleasure assisting you with this matter. If you have any questions regarding the final statement or the refund, please contact our office at [Phone Number].

Sincerely,

[Signature]

[Printed Name]
[Title/Position]

Enclosures: Refund Check, Final Itemized Statement