

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Re: Refund of Unearned Legal Fees - [Case Name/Matter Number]

Dear [Client Name],

Our legal representation regarding the above-referenced matter has concluded as of [Date].

Enclosed please find a check in the amount of \$[Amount] representing the refund of unearned legal fees held in our client trust account. This amount was calculated based on the following:

- Total Retainer Received: \$[Amount]
- Less Total Fees and Costs Incurred: \$[Amount]
- **Total Refund Amount: \$[Amount]**

A final itemized statement showing all services performed and costs incurred is attached for your records.

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

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]

Enclosures: Refund Check, Final Statement