

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Refund of Unused Trust Balances

Matter Name: [Matter Name/Description]

File Number: [File Number]

Dear [Client Name],

Our records indicate that the legal matter referenced above has been concluded or has remained inactive for a significant period. According to our accounting records, there is a remaining balance of \$[Amount] currently held in our trust account on your behalf.

Since these funds are no longer required for legal services or costs related to this matter, we are returning them to you. Enclosed is a check in the amount of \$[Amount], representing the full remaining balance.

Please find the final statement of account attached for your records, detailing the final transactions and this disbursement.

We recommend that you cash or deposit this check promptly. If you have any questions regarding this refund or if our records do not match your own, please contact our office at [Phone Number] or [Email Address].

Thank you for allowing us to assist you with this matter.

Sincerely,

[Your Name/Firm Name]

[Title]

Enclosure: Check No. [Check Number]