

head>

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Refund of Remaining Trust Account Balance

Matter: [Case Name/Reference Number]

Dear [Client Name],

Following the final settlement and distribution of funds related to the above-referenced matter, we have completed a final reconciliation of your trust account.

Our records indicate that a remaining balance of \$[Amount] exists in your account. This amount represents the surplus funds held after all legal fees, court costs, and third-party disbursements have been fully paid.

Please find enclosed Check No. [Number] in the amount of \$[Amount], representing the full refund of these remaining funds.

We have also enclosed a final ledger statement detailing all receipts and disbursements for your records. With this payment, your trust account for this matter is now closed.

Thank you for allowing us to represent you. If you have any questions regarding this refund, please contact our office.

Sincerely,

[Your Name/Firm Name]

[Title]

Enclosures: Refund Check, Final Ledger Statement