

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

[Date]

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

Re: Conclusion of Representation and Refund of Unused Trust Funds
Matter: [Case Name or Matter Number]

Dear [Client Name],

This letter is to formally confirm that our legal representation regarding the above-referenced matter has concluded. Our files indicate that all necessary legal services have been completed.

Enclosed with this letter, please find a final statement of account detailing the services rendered and the application of funds from your retainer. After all outstanding fees and costs have been satisfied, a remaining balance of \$[Amount] exists in our client trust account.

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

We suggest that you retain your file and these financial records for your permanent files. We will maintain our copy of your file in accordance with our firm's document retention policy.

Thank you for allowing us to assist you with this matter. If you have any questions regarding the enclosed check or the final statement, please do not hesitate to contact our office.

Sincerely,

[Attorney Name]
[Law Firm Name]

Enclosures: Final Statement, Refund Check