

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

Re: Return of Unallocated Trust Funds - Account #[Account Number]

Dear [Client Name],

We are writing to inform you that our records indicate a remaining balance of \$[Amount] held in our client trust account associated with your matter, [Matter Name/Case Number].

As this matter has been concluded and all outstanding invoices have been satisfied, these funds are currently unallocated. Enclosed with this letter, please find a check for the full amount of \$[Amount] representing the return of these funds to you.

Please find a summary of the final accounting below:

- Total Funds Received: \$[Amount]
- Total Fees/Costs Paid: \$[Amount]
- **Remaining Balance Returned: \$[Amount]**

We request that you deposit or cash this check at your earliest convenience. If you have any questions regarding this refund or the final statement, please contact our office at [Phone Number] or via email at [Email Address].

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

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Your Company Name]

Enclosure: Check #[Check Number]