head>

[Date]

[Trust Account Manager/Bank Name]
[Financial Institution Address]
[City, State, Zip Code]

Re: Letter of Instruction for Disbursement of Co-Counsel Fees

To Whom It May Concern:

This letter serves as a formal instruction to disburse funds currently held in the trust account for the following matter:

- **Client Name:** [Client Name]
- **Case/Matter Number:** [Reference Number]
- **Trust Account Number:** [Account Number]

Pursuant to the fee-sharing agreement between counsel, please issue the following payments from the funds held for the above-referenced matter:

1. Payment to Primary Counsel:

- **Payee:** [Law Firm Name]
- **Amount:** $[Amount]
- **Delivery Method:** [Check/Wire/ACH]

2. Payment to Co-Counsel:

- **Payee:** [Co-Counsel Law Firm Name]
- **Amount:** $[Amount]
- **Delivery Method:** [Check/Wire/ACH]

The total amount to be disbursed is $[Total Amount]. These funds represent the final distribution of attorney fees for this matter.

Please confirm once the transfers have been initiated or the checks have been issued. If you require further documentation, please contact me immediately at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Law Firm Name]

Acknowledged and Agreed:

____
[Co-Counsel Name/Authorized Signatory]
[Co-Counsel Law Firm]