

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

RE: Letter of Instruction for Disbursement of Trust Funds

To Whom It May Concern,

Please accept this letter as formal instruction to disburse funds from the following trust account:

- **Account Name:** [Law Firm/Entity Name] Trust Account
- **Account Number:** [Account Number]

The purpose of this disbursement is the return of an unused client retainer for the following matter:

- **Client Name:** [Client Name]
- **Matter Reference:** [Matter Number/Description]
- **Disbursement Amount:** \$[Amount]

Please issue a check or initiate a wire transfer for the amount stated above payable to:

[Payee Name]

[Payee Address]

[City, State, Zip Code]

If there are any questions regarding this instruction, please contact me directly at [Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Law Firm Name]