

Subject: Disbursement Timeline for Trust Account Funds - [Case/Matter Name]

Dear [Client Name],

This letter is to provide you with a formal timeline regarding the disbursement of funds currently held in our firm's trust account for your matter.

Now that [Reason for Disbursement, e.g., the settlement has been reached / the transaction has closed], we are beginning the reconciliation process. Please find the projected timeline below:

- **[Date]:** Receipt and deposit of cleared funds into the trust account.
- **[Date]:** Finalization of the closing statement and verification of third-party liens/invoices.
- **[Date]:** Mandatory holding period for bank clearance of incoming funds.
- **[Date]:** Issuance and mailing of the final disbursement check to you.

Please note that these dates are estimates. We will notify you immediately if there are any administrative delays beyond our control, such as banking processing times.

Before we issue payment, please confirm your current mailing address and your preferred method of delivery.

If you have any questions regarding these steps, please contact our office.

Sincerely,

[Your Name]

[Firm Name]