

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

[Date]

[Managing Partner Name] (If known)
[Law Firm Name]
[Law Firm Address]
[City, State, Zip Code]

RE: Formal Request for Confirmation of Representation and Full Accounting of Funds

Dear [Name of Attorney or Firm Administrator],

I am writing to formally request a status update and a detailed financial accounting regarding the legal matter titled **[Case Name/Matter Description]**, under file number **[File/Reference Number]**.

Specifically, I am requesting that your firm provide the following information within [Number] business days:

1. **Verification of Representation:** A formal statement confirming the current status of your firm's representation of [My Name / Entity Name] in this matter.
2. **Detailed Ledger:** A comprehensive itemized statement showing all billable hours, hourly rates, and descriptions of services rendered to date.
3. **Accounting of Trust Funds:** A full report of all funds held in your client trust account (IOLTA) on my behalf, including all deposits, withdrawals, and the current remaining balance.
4. **Disbursements and Costs:** Documentation of all third-party costs, filing fees, and other out-of-pocket expenses charged to my account.

Please deliver these records to me electronically at [Your Email Address] or by mail to the address listed above.

I look forward to receiving this information promptly. If you require any additional information to process this request, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]