

[Your Name/Law Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Address Line 1]  
[Client Address Line 2]  
[City, State, Zip Code]

**RE: Notice of Intent to Close Trust Account and Return of Funds**

Dear [Client Name],

We are writing to you regarding the funds currently held in our trust account on your behalf for the matter of [Case Name/Reference Number].

Our records indicate that there has been no activity or successful communication regarding this matter since [Date of Last Contact]. Despite our multiple attempts to reach you via [phone/email/mail] on [Dates of previous attempts], we have not received any instructions or correspondence from you.

As we are unable to continue representation or maintain these funds indefinitely without active communication, we are initiating the process to close this trust account. Please find enclosed a check for the remaining balance of \$[Amount], which represents the full amount held in trust for you.

If you have any questions regarding this closure or if your contact information has changed, please contact our office immediately at [Phone Number] or [Email Address].

Please acknowledge receipt of these funds by signing and returning the enclosed copy of this letter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]

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**Acknowledgment of Receipt**

I hereby acknowledge receipt of the funds totaling \$[Amount] and the closure of the trust account related to [Case Name/Reference Number].

Signature: \_\_\_\_\_ Date: \_\_\_\_\_