

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title/Firm Name]

[Recipient Address]

[City, State, Zip Code]

**RE: FORMAL DEMAND REGARDING COMMINGLING OF TRUST FUNDS**

Dear [Recipient Name],

I am writing to you regarding the trust account held for the benefit of [Client Name/Account Description], specifically identified as [Account Number, if known].

It has come to my attention that funds belonging to [Client/Entity Name] have been commingled with your personal or business operating funds. This action constitutes a direct violation of fiduciary duties and professional conduct rules governing the management of trust accounts.

Specifically, the following discrepancies have been identified:

[List specific dates, amounts, or transaction descriptions where commingling occurred].

**Formal Demand is hereby made for you to:**

1. Immediately cease the commingling of any further trust funds with non-trust accounts.
2. Provide a full and complete accounting of all transactions related to the aforementioned trust account within [Number] business days.
3. Restore any misappropriated or displaced funds to the designated trust account immediately.
4. Provide written confirmation and proof of the separation of these funds.

Failure to rectify this situation and provide the requested documentation by [Deadline Date] will result in immediate further action. This may include, but is not limited to, filing a formal grievance with the [State Bar/Regulatory Body] and initiating legal proceedings to protect the interests of the beneficiaries.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]