

Date: [Insert Date]

TO:

[Name of Recipient/Law Firm/Trustee]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: FORMAL DEMAND FOR IMMEDIATE TRANSFER OF TRUST FUNDS

Account Reference: [Insert Account Number or Case Reference]

Beneficiary/Client: [Insert Your Name or Entity Name]

Dear [Name of Contact Person],

I am writing to formally demand the immediate transfer of funds currently held in trust on my behalf in the amount of \$[Insert Amount].

Despite previous requests made on [Insert Date(s) of Previous Communication], the transfer has not been completed. As of today, I have received no valid legal justification for this ongoing delay. Please be advised that these funds are being withheld without authorization, and this delay is causing [mention briefly: e.g., financial hardship / breach of settlement terms].

This letter serves as formal notice that you have **[Insert Number, e.g., 3 or 5]** business days from the receipt of this correspondence to remit the full balance to the following account:

Bank Name: [Insert Bank Name]

Account Name: [Insert Account Holder Name]

Account Number: [Insert Account Number]

Routing/Swift Number: [Insert Routing Number]

Failure to transfer the funds within this timeframe will leave me with no alternative but to pursue further legal action. This may include filing a formal grievance with the [Insert State Bar Association or Regulatory Body] and seeking interest, legal fees, and damages in a court of law.

I expect a confirmation of the wire transfer or a delivery tracking number for the check by [Insert Time] on [Insert Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]