

[On Letter Head]

[date]

Direct line  
Direct fax

Our ref  
Matter ref

Dear

Following a review of our accounts, it has come to light that we hold in our client account the sum of £xx on your behalf. Accordingly, I am writing to you to ask whether you would like this sum returned to you.

We have made two previous attempts to contact you to return this money to you in [ ] and [ ] .

If you prefer not to accept receipt of these funds, we should be happy with your permission, to donate them to a charity of your choice / The Access to Justice Foundation (details of which are attached).

Alternatively, if we do not hear from you within [xx] days we will consider that these funds fall within the rule 20.2 of Solicitors' Accounts Rules and make arrangement to donate them to the Access to Justice Foundation as part of their campaign to support the provision of free legal advice to those that are in need. Further details are attached.

Yours sincerely,

[  
Finance Operations Manager  
Encs: Dormant funds - time to act