

[On Letter Head]

[Client Name]

[Address]

[Your Ref]

[Our Ref]

[Date]

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 [xx] previous attempts to contact you to return this money to you in [xx] and [xx] . 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 may be found here www.atjf.org.uk).

Alternatively, if we do not hear from you within [xx] days we will consider that these funds fall within the Rule 5.1 (c) of the SRA 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.

Yours sincerely,

[] Finance Operations Manager

Encs: