Address

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 on [Date] and [Date].

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. 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 wiill make arrangement to donate them to our own chosen charity, which is **Together for Mental Wellbeing.**

Together support people living with mental distress and they believe the people who use their services have the right to lead independent, fulfilling lives as part of their communities. They provide that support through four types of services which include community support, supported housing, advocacy and supporting people in criminal justice settings such as courts and prisons. Your donation will allow them to continue developing and improving those services.

Yours sincerely,