

Template A-letters for Finance Managers to send:

Sample final letter to send to the owner of dormant funds. It should be accompanied by letter 2 which contains more information about Support Through Court and how their funds can help.

THEIR ADDRESS

YOUR ADDRESS

Dear

After a review of our accounts, it has come to light that we hold in our client account the sum of £xxxxx on your behalf. In respect to this, I am writing to you to ask whether you wish this sum to be returned to you.

On [date] and [date] we tried to return this money to you but to date we have received no reply.

If you prefer not to accept receipt of these funds we would be happy, with your permission, to donate them to the charity Support Through Court, a charity that provides information and help to people going through court alone.

Alternatively, if we do not hear from you within [xx] days, we will consider that these funds fall within the Rule 5.1 of our regulator's (the SRA) Accounts Rules and make arrangements to donate them to Support Through Court. The money will be used to help people in the English and Welsh courts by providing procedural and emotional support.

Yours sincerely,
[Name]

Finance Manager/Senior Partner
Enc. Dormant Client Account Funds – Donating to Support Through Court