

Template letters for finance managers

A. Sample final letter to send to the owner of dormant funds. It should be accompanied by Letter B which provides more information about Meningitis Now.

[On your letterhead]

Date

Direct Line:

Direct Fax:

Our Ref:

Your Ref:

Dear

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

We have made two previous attempts to return this money to you on [date] and [date] 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 Meningitis Now (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 the Solicitors' Accounts Rules and make arrangements to donate them to Meningitis Now. The money will be used to help save lives and support individuals and their families who have been affected by meningitis in the UK.

Yours sincerely,

[Name]

Finance Manager/Senior Partner

Enc. Dormant Client Account Funds - Helping Meningitis Now