Following a review of our accounts, it has come to light that we hold in our client account the sum of £ 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 to the charity Together for Animals (details of which are attached).

Alternatively, if we do not hear from you with [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 Together for Animals. The money will be used to help a range of diverse projects helping both animals in need and the communities who rely on those animals, making an important and vital difference to the lives of pets and working animals.

Yours sincerely

Enc. Development Manager, Together for Animals