**Dear [Client Name],**

Following a review of our accounts, we have identified an unclaimed balance of £[xx] held on your behalf in our client account. We are writing to you to confirm whether you would like this sum returned to you.

We have made two previous attempts to contact you regarding these funds on [date] and [date]. However, we have yet to receive a response.

If you would prefer not to receive these funds, we would 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 Rule 20.2 of the Solicitors' Accounts Rules and will make arrangements to donate them to **Together for Short Lives** — the UK’s leading charity for children’s palliative care.

Your unclaimed funds could make a lasting difference, helping to ensure that no family caring for a seriously ill child faces the heartbreak of their journey alone.

Please let us know your preference by responding to this letter.

Thank you for your support in making a difference to families who are pushed to their limits every day.

Yours sincerely,  
[Your Name]  
[Your Firm]