**TRUST ACCOUNT**

**(Sample) Bank Notification Letter**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Your Financial Institution

Address

Re: James Esquire, Attorney at Law

Trust Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Financial Institution,

Pursuant to Rule 5-1.2(d)(4), Rules Regulating The Florida Bar, all members of The Florida Bar are required to authorize and request the bank where the lawyer is a signatory on a trust account to notify the bar of any trust check that is returned or the account is overdrawn, absent bank error.

This letter is to authorize and request your institution to automatically notify:

Staff Counsel

The Florida Bar

651 East Jefferson Street

Tallahassee, FL 32399-2300

in the event that, absent bank error:

* any trust account is overdrawn; or
* any trust check is dishonored or returned due to insufficient funds or uncollected funds.

If you have any questions, please do not hesitate to contact me.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

James Esquire