

[YOUR LETTERHEAD]

[DATE]

[Name and Address of Your Bank]

RE: Participation in IOLTA – Interest On Lawyers Trust Account Program

Dear Sir or Madam:

My firm has elected to participate in the Interest on Lawyers Trust Accounts (IOLTA) Program established by the Delaware Supreme Court. Pursuant to that program, I am hereby requesting that the following escrow or trust accounts maintained by my firm at your institution be placed in an account subject to negotiable orders of withdrawal (a NOW account):

[Give name, designation, and number of trust and Real Estate Accounts. All escrow and trust accounts, including IOLTA accounts, must be designated as “Rule 1.15A Attorney Escrow Account” or “Rule 1.15A Attorney Trust Account”]

Interest on the average monthly balance in the above IOLTA accounts should be remitted monthly, or at least quarterly, to the account maintained at your institution by the Delaware Bar Foundation, or in the absence of such an account, to the Foundation’s offices at 100 W. 10th Street, Suite 106, Wilmington, Delaware 19801. The Foundation’s tax identification number is 51-0259923. Any reports of income (IRS Form 1099) should reflect the Delaware Bar Foundation as recipient. With each such remittance to the Foundation, please transmit a report showing the name of the lawyer or law firm on whose account the remittance is sent, the account number, the rate of interest applied and the total interest remitted.

Very truly yours,

cc: The Delaware Bar Foundation
100 W. 10th Street, Suite 106
Wilmington, Delaware 19801