

DATE

Dear BANK MANAGER :

Please be advised that, pursuant to the South Carolina Rules of Professional Conduct, I hereby direct you to notify the South Carolina Supreme Court's Office of Disciplinary Counsel should an item be presented for payment from my trust account (Account #) on non-sufficient funds (NSF).

Please direct notice of the NSF in writing to:
Office of Disciplinary Counsel
PO Box 12159
Columbia, SC 29211

My thanks for your cooperation.

Sincerely yours,

Attorney's Name & Address