

[Date]

[Trustee Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Acknowledgment of Name Change for Account Number: [Account Number]

Dear [Trustee Name],

This letter is to formally acknowledge that we have received and processed your request to update the name on the above-referenced trust account.

Our records have been updated as follows:

- **Previous Account Name:** [Former Trust Name]
- **Updated Account Name:** [New Trust Name]

The update is now effective across our internal systems. Please ensure that all future correspondence, deposits, and legal documents reference the updated account name to avoid any processing delays.

If you have any questions regarding this update or require further assistance, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title]

[Institution Name]