

[Trustee Name]
[Trustee Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Beneficiary Name]
[Beneficiary Address]
[City, State, Zip Code]

Re: Status Update of Asset Transfers for [Name of Trust]

Dear [Beneficiary Name],

I am writing to provide you with a formal update regarding the progress of the asset transfers from the above-referenced Trust. As Trustee, I am committed to keeping you informed as we move through the distribution process.

Completed Transfers:

The following assets have been successfully retitled or transferred to the respective beneficiaries:

- [Asset Description 1] - Completed on [Date]
- [Asset Description 2] - Completed on [Date]

Pending Transfers:

The following assets are currently in the process of being transferred:

- [Asset Description 3]: Currently awaiting [e.g., bank clearance/appraisal/court filing].
Estimated completion: [Date].
- [Asset Description 4]: Documents sent to [Institution Name] on [Date].

Next Steps:

Once the pending transfers are finalized, I will provide a final accounting and a closing statement for the Trust. I anticipate the remaining tasks will be completed by [Estimated Final Date].

Should you have any questions regarding these specific items or the timeline provided, please do not hesitate to contact me.

Sincerely,

[Trustee Signature]

[Trustee Printed Name]
Trustee of the [Name of Trust]