

[Date]

[Trustee Name]

[Trustee Address]

[City, State, Zip Code]

[Financial Institution Name]

[Department Name]

[Institution Address]

[City, State, Zip Code]

RE: Status Inquiry for Asset Transfer to [Name of Trust]

Account Number: [Existing Account Number]

Dear [Contact Person Name or Transfer Department],

I am writing to request a formal status update regarding the transfer of assets into the above-referenced Trust account. The formal request and necessary documentation were submitted on [Date of Submission].

Please provide information on the following:

- The current stage of the transfer process.
- Any outstanding documentation or requirements needed from the Trustees.
- The estimated date of completion for the transfer.
- Confirmation of the final list of assets being moved.

If the transfer has been completed, please provide a final statement or confirmation notice showing the assets held under the legal title of the Trust.

Thank you for your prompt attention to this matter. I look forward to receiving your update by [Date]. You may contact me directly at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Signature]

[Printed Name]

Trustee of [Name of Trust]