

[Current Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Re: Notice of Delay Regarding Asset Distribution - [Name of Trust]

Dear [Beneficiary Name],

I am writing to you in my capacity as Trustee of the [Name of Trust] to provide an update regarding the transfer of assets currently held within the trust estate.

While we initially anticipated completing the distribution by [Original Estimated Date], please be advised that there will be a delay in the transfer of your portion of the assets. The reason for this delay is [Insert Reason, e.g., pending tax clearances, valuation of specific property, or outstanding creditor claims].

We are working diligently to resolve this matter. We now expect the transfer process to be completed by approximately [New Estimated Date].

We appreciate your patience as we fulfill our fiduciary duties to ensure the trust is administered accurately and according to the law. We will notify you immediately once the assets are ready for final distribution.

If you have any questions regarding this notice, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

Trustee of the [Name of Trust]