

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Status Update Regarding Outstanding Asset Transfers to [Name of Trust]**

Dear [Recipient Name],

I am writing to provide an update and a formal request regarding the transfer of assets into the above-referenced Trust. Our records indicate that the following assets have not yet been successfully retitled or transferred to the Trust:

- [Asset Description / Account Number 1]
- [Asset Description / Account Number 2]
- [Asset Description / Account Number 3]

To ensure that your estate plan remains fully functional and that these assets are governed by the terms of the Trust, it is necessary to complete the funding process. Failure to transfer these assets may result in the need for probate proceedings upon the death of the Grantor.

Please provide an update on the status of these transfers by [Date]. If you have already initiated these changes, please provide copies of the updated titles, deeds, or account statements showing the Trust as the legal owner.

If you require specific documentation from our office, such as a Certificate of Trust or updated instructions for the financial institutions involved, please let us know immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Company]

[Phone Number]