

[Current Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Re: Final Bill and Closing of Administration for [Name of Trust]

Dear [Beneficiary Name],

We are pleased to inform you that the administration of the [Name of Trust] is now complete. Enclosed with this letter, please find the final invoice for professional services rendered and costs incurred during the closing phase of the trust.

This final bill covers the following activities:

- Preparation of the final accounting.
- Tax filing and preparation of K-1 forms.
- Asset valuation and final distribution processing.
- Final administrative and legal fees.

All outstanding fees have been deducted from the remaining trust reserves prior to the final distribution of assets. This statement is provided for your records to show the reconciliation of the trust account.

With the payment of this final bill and the distribution of the remaining assets, our duties as [Trustee/Counsel] are concluded. The trust account will now be closed.

If you have any questions regarding the items listed in this statement, please contact our office by [Date].

Sincerely,

[Your Name]

[Your Title/Organization]

[Phone Number]

Enclosure: Final Invoice