

Date: [Insert Date]

To: [Escrow Agent Name/Company Name]

Address: [Escrow Agent Address]

Escrow Number: [Insert Escrow/Reference Number]

RE: Letter of Instruction for Trust Beneficiary Distribution

Dear [Name of Escrow Officer],

In my capacity as Trustee of the [Name of Trust], I hereby authorize and instruct you to initiate a distribution of funds held in the above-referenced escrow account to the following beneficiary:

Beneficiary Name: [Full Legal Name of Beneficiary]

Distribution Amount: \$[Insert Dollar Amount] (or [Insert Percentage]%)

Purpose of Distribution: [e.g., Scheduled Trust Distribution/Educational Expense/Final Settlement]

Please deliver the funds via the following method:

- **Wire Transfer:** [Bank Name], [Routing Number], [Account Number]
- **Check:** Payable to [Name] and mailed to [Mailing Address]

This distribution is made in accordance with the terms and conditions of the [Name of Trust Agreement] dated [Date of Trust]. Please notify me once the transfer has been completed.

If you require any further documentation or verification, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

Trustee of the [Name of Trust]