

Date: [Insert Date]

To: [Escrow Agent/Company Name]

Address: [Street Address]

City, State, Zip: [City, State, Zip Code]

Re: Letter of Instruction for Trust Property Transfer and Escrow Management

Property Address: [Insert Full Property Address]

Escrow Number: [Insert Escrow Number, if applicable]

Trust Name: [Insert Full Name of Trust]

To Whom It May Concern,

This letter serves as formal instruction to [Escrow Company Name] regarding the transfer of the above-referenced property into the [Insert Name of Trust].

As the [Settlor/Trustee] of the Trust, I hereby authorize and instruct you to perform the following actions:

- **Title Transfer:** Prepare or facilitate the recording of a Grant Deed (or Quitclaim Deed) transferring all right, title, and interest from the current owner(s), [Current Owner Names], to [Trustee Name(s)], as Trustee(s) of the [Full Name of Trust], dated [Date Trust was Created].
- **Escrow Management:** Manage all funds, prorations, and disbursements associated with this transaction in accordance with the signed Escrow Instructions and the terms of the Trust.
- **Documentation:** Ensure that all tax forms, including the Preliminary Change of Ownership Report (PCOR), reflect the transfer to the Trust to maintain property tax status where applicable.
- **Closing:** Upon verification of all conditions, record the deed and provide a final closing statement and a copy of the recorded deed to the undersigned.

Enclosed please find a Certificate of Trust (or Memorandum of Trust) verifying the authority to act on behalf of the Trust.

Please contact me at [Phone Number] or [Email Address] should you require further information or additional documentation to finalize this transfer.

Sincerely,

[Signature of Trustee]

[Printed Name of Trustee]

Trustee for the [Name of Trust]