[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Trustee Name]
[Trustee Address]
[City, State, Zip Code]

RE: Letter of Instruction for Educational Expense Distribution from [Name of Trust]

Dear [Trustee Name],

As the Grantor/Beneficiary of the [Full Name of Trust], I am writing to formally instruct you to distribute funds for the payment of educational expenses for [Student Name].

Please issue a distribution in the amount of $[Amount] for the following purposes:

- Tuition and Fees: $[Amount]
- Books and Supplies: $[Amount]
- Housing/Room and Board: $[Amount]
- Other Educational Costs: $[Amount]

Payment Instructions:

Please make the check payable to [Name of Institution or Individual] and mail it to the following address:

[Recipient Name/Department]
[Mailing Address]
[City, State, Zip Code]
Student ID Number: [ID Number, if applicable]

Attached are the relevant invoices and receipts supporting this request. Please let me know if you require any further documentation to process this distribution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]