[Date]

[Trustee Name]
[Trustee Title]
[Financial Institution or Trust Company Name]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Asset Distribution from [Name of Endowment Fund/Trust]

Dear [Trustee Name],

Pursuant to the terms and conditions established in the [Name of Trust Agreement] dated [Date of Agreement], I am writing to formally instruct you to initiate a distribution of assets from the [Name of Endowment Fund] to the charitable organization(s) specified below.

Please process the following distribution(s):

Recipient Organization: [Legal Name of Charity]
Tax ID / EIN: [EIN Number]
Distribution Amount: $[Amount] or [Percentage]%
Purpose of Gift: [e.g., General Operating Support, Specific Program Name, or Scholarship Fund]

Method of Transfer:

- [ ] Check mailed to: [Address]
- [ ] Wire Transfer to: [Bank Name, Routing Number, Account Number]
- [ ] Delivery of Securities: [Specific Ticker Symbols and Shares]

Please ensure that this distribution is recorded as a charitable contribution for the current fiscal year. Upon completion of the transfer, please provide a confirmation notice to my attention for my records.

If you have any questions or require further documentation to authorize this request, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name of Grantor/Authorized Signatory]
[Title/Relationship to Trust]