[Date]

[Trustee Name]
[Trustee Title]
[Trust Company/Bank Name]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Dividend Distribution - [Name of Trust]

Dear [Trustee Name],

Pursuant to the terms of the [Full Name of Trust] dated [Date of Trust Agreement], I am writing to provide formal instructions regarding the distribution of corporate stock dividends currently held or recently declared for the following security:

- **Company Name:** [Company Name]
- **Ticker Symbol:** [Ticker]
- **Number of Shares:** [Number of Shares]
- **Dividend Period:** [e.g., Q3 2023]

As the [Settlor/Grantor/Authorized Signatory], I hereby instruct you to execute the following action regarding the dividend payments:

[Select one option and delete the others]

- **Distribution to Beneficiary:** Distribute the full cash dividend amount to [Beneficiary Name] via [Check/Wire Transfer] no later than [Date].
- **Reinvestment:** Reinvest all cash dividends into additional shares of the same corporate stock under the Dividend Reinvestment Plan (DRIP).
- **Deposit to Principal:** Retain the dividend payment within the trust portfolio and deposit the funds into the [Account Name/Number] money market account.

Please confirm receipt of these instructions and provide notification once the distribution or reinvestment has been completed. If you require additional documentation or have questions regarding these instructions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title/Capacity]