Date: [Insert Date]

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

Re: Letter of Instruction for Monthly Income Allowance - [Insert Name of Trust]

Dear [Trustee Name],

In accordance with my authority as [Settlor/Grantor/Beneficiary] of the [Insert Exact Name of Trust], dated [Insert Date of Trust Agreement], I am writing to formally instruct you to distribute a monthly income allowance as follows:

Beneficiary Name: [Insert Full Legal Name of Recipient]
Monthly Amount: $[Insert Dollar Amount]
Commencement Date: [Insert Start Date]
Payment Date: [Insert Day of Month, e.g., 1st or 15th]

Please deliver these funds via [Direct Deposit/Check] using the following account information:

Bank Name: [Insert Bank Name]
Account Holder: [Insert Name]
Routing Number: [Insert Number]
Account Number: [Insert Number]

These monthly distributions should continue until [Insert End Date or "further notice"]. This instruction shall remain in effect until you receive a written revocation or modification signed by me.

Please acknowledge receipt of this letter and confirm when the first distribution has been scheduled.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]