[Date]

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

RE: Instructions for Funding the [Name of Trust]

Dear [Executor Name],

In your capacity as the Executor of the Estate of [Deceased Name], I am writing to provide formal instructions regarding the transfer of assets into the **[Full Name of Trust]**, dated [Date of Trust Agreement].

Pursuant to the terms of the Last Will and Testament, specifically the "pour-over" provision, you are directed to take the following actions:

1. **Identify Probate Assets:** Reconcile all remaining assets held in the name of the estate after the payment of debts, taxes, and specific bequests.
2. **Title Changes:** Coordinate with financial institutions to re-title accounts or transfer ownership of property from the Estate to the Trustee of the aforementioned Trust.
3. **Documentation:** Provide the Trustee with a formal accounting of the assets being transferred, including final valuations as of the date of transfer.
4. **Delivery:** Deliver all certificates of title, deeds, and account statements to the Trustee at the following address: [Trustee Address].

The Taxpayer Identification Number (TIN) or Employer Identification Number (EIN) to be used for the Trust accounts is: [EIN Number].

Please acknowledge receipt of these instructions and provide an estimated timeline for the completion of these transfers.

Sincerely,

[Your Name/Trustee Name]
Trustee

cc: [Attorney Name, if applicable]