

Date: [Date]

[Name of Trustee]

[Trustee Address]

[City, State, Zip Code]

RE: Instruction for Disbursement of Funds from [Name of Trust]

Account Number: [Account Number]

To [Name of Trustee],

Pursuant to the terms of the [Full Name of Trust] dated [Date of Trust] and the subsequent passing of [Name of Decedent], I am writing to provide formal instructions for the distribution of trust assets to the designated beneficiaries of the probate estate.

Please arrange for the disbursement of funds in the following amounts to the beneficiaries listed below:

Beneficiary 1:

Name: [Full Name]

Address: [Full Address]

Amount/Percentage: [Amount or %]

Payment Method: [Check/Wire Transfer]

Beneficiary 2:

Name: [Full Name]

Address: [Full Address]

Amount/Percentage: [Amount or %]

Payment Method: [Check/Wire Transfer]

Included with this letter are the following supporting documents:

- Certified Copy of the Death Certificate
- Letters Testamentary / Letters of Administration
- Tax Identification Numbers for each beneficiary
- [Additional Required Document]

Please confirm receipt of these instructions and provide an estimated timeline for the completion of these transfers. If any additional documentation is required to finalize these disbursements, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name of Executor/Administrator]

[Title]