

# Trustee Appointment Confirmation

Date: [Insert Date]

Recipient Name  
Recipient Address  
City, State, Zip Code

Dear [Recipient Name],

We are pleased to confirm your appointment as a trustee for [Name of Trust or Organization]. This appointment will take effect on [Start Date] and will continue until [End Date or Conditions for Termination].

Your responsibilities will include, but are not limited to:

- Overseeing the management of the trust's assets
- Ensuring compliance with applicable laws and regulations
- Regularly reporting to the beneficiaries

We believe that your skills and experience will be invaluable in fulfilling these duties. Please confirm your acceptance of this appointment by signing and returning the enclosed copy of this letter by [Response Date].

Thank you for your commitment to serving as a trustee. We look forward to working with you closely.

Sincerely,

[Your Name]  
[Your Title]  
[Trust or Organization Name]  
[Contact Information]

Enclosure: Copy of Appointment Confirmation