

# Notice of Trustee Appointment

Date: [Insert Date]

To: [Trustee's Name]

[Trustee's Address]

Dear [Trustee's Name],

We are pleased to inform you that you have been appointed as the trustee for [Trust Name or Estate Name]. This appointment is effective as of [Effective Date]. Your responsibilities will include managing the assets of the trust in accordance with its terms and ensuring adherence to all relevant laws and regulations.

As trustee, you are expected to perform the following duties:

- Administer the trust responsibly and in the best interest of the beneficiaries.
- Maintain accurate records of all transactions related to the trust.
- Prepare and file necessary tax documents in accordance with applicable law.
- Communicate regularly with beneficiaries regarding the status of the trust assets.

Please confirm your acceptance of this appointment by signing and returning the enclosed copy of this letter by [Response Deadline Date]. Should you have any questions or require further information, do not hesitate to contact us at [Contact Information].

Thank you for accepting this important role.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[Contact Information]

Enclosure: Copy of this letter for signature