

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Trustee's Name]

[Trustee's Address]

[City, State, Zip Code]

Dear [Trustee's Name],

I hope this letter finds you well. I am writing to inquire about the beneficiary trust files related to the estate of [Deceased's Name], who passed away on [Date of Passing]. As a potential beneficiary, I would like to request access to the pertinent documents to better understand the trust's assets and the distribution process.

Please let me know the necessary steps I need to follow in order to obtain this information. Your assistance in this matter would be greatly appreciated.

Thank you for your attention to this request. I look forward to hearing from you soon.

Sincerely,

[Your Name]