

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Trustee's Name
Trustee's Title
Trust Name
Trustee's Address
City, State, Zip Code

Dear [Trustee's Name],

I hope this message finds you well. I am writing to inquire about the documentation required for the distribution of the beneficiary trust as outlined in the [Trust Document/Agreement Name]. As a beneficiary, I would like to ensure that all necessary steps are completed in accordance with the trust's provisions.

Could you please provide me with a list of required documents and any specific guidelines I should follow to facilitate the distribution process? Additionally, if there are any deadlines or important dates I should be aware of, I would appreciate your guidance on that as well.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]