

# Beneficiary Trust Amendment Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Trustee Name]

[Trustee Address]

[City, State, Zip Code]

## **Subject: Confirmation of Amendment to Trust**

Dear [Trustee Name],

I am writing to confirm the amendment made to the [Trust Name] established on [Original Trust Date]. The amendment was executed on [Amendment Date] and it reflects changes to the beneficiaries as follows:

- [Old Beneficiary Name] has been removed as a beneficiary.
- [New Beneficiary Name] has been added as a beneficiary.

Please ensure that these changes are duly reflected in the trust records. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]