

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Trustee's Name]

[Trustee's Address]

[City, State, Zip Code]

Subject: Request for Beneficiary Trust Amendment

Dear [Trustee's Name],

I hope this letter finds you well. I am writing to formally request an amendment to the [Name of Trust] dated [Date of Trust].

Due to [reason for request, e.g., changes in circumstances, family situation, etc.], I believe it is necessary to modify the beneficiaries listed in the trust. Specifically, I am requesting the following changes:

- Remove beneficiary: [Name of Beneficiary]
- Add beneficiary: [Name of New Beneficiary] - [Relationship to you]

I understand the importance of such amendments and assure you that this request is made with careful consideration. Please let me know of any required documentation or if a meeting is necessary to discuss this further.

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

Sincerely,

[Your Name]