

# Request for Beneficiary Property Details

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title/Position]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request detailed information regarding the property belonging to [Beneficiary Name], who is a beneficiary of [specific program or trust]. As part of our ongoing efforts to manage and oversee the assets effectively, we require the following details:

- Property Description
- Location
- Current Market Value
- Ownership Documents
- Tax Information

Please let us know if there are any forms or procedures that we should complete in order to facilitate this request. We appreciate your assistance and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization Name]

[Your Contact Information]