

Request for Partial Funds Distribution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a partial distribution of funds from the [Name of Trust/Fund/Account], as outlined in the agreement dated [Insert Date of Agreement].

As a beneficiary, I am requesting a distribution of [Specify Amount or Percentage] to assist with [Briefly Explain Purpose of Funds]. I have enclosed the necessary documentation to support my request.

Thank you for considering my request. I appreciate your attention to this matter and look forward to your prompt response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]