

# Partial Distribution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Trust Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a partial distribution from my account/benefit as a beneficiary of [Trust/Account Name]. As a beneficiary, I am entitled to [specific details about the trust or account], and I would like to request a distribution of [specific amount or percentage] at this time.

The purpose of this request is [explain briefly why the distribution is needed, e.g., medical expenses, education, etc.]. I understand the terms and conditions of the trust/account and appreciate the management of these assets.

Attached to this letter are any necessary documents that may be required to process my request. I kindly ask for your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]