

Request for Partial Distribution from Beneficiary Account

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Trustee's Name]
[Trustee's Title]
[Trustee's Organization]
[Organization's Address]
[City, State, Zip Code]

Dear [Trustee's Name],

I am writing to formally request a partial distribution from my beneficiary account, account number [Account Number], held under the [Name of Trust/Account]. I would like to request the sum of [Amount Requested] for the purpose of [Specify Purpose, e.g., education, medical expenses, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]