

# Trust Fund Distribution Request for Charitable Donations

Date: [Insert Date]

[Trustee's Name]

[Trustee's Address]

[City, State, ZIP Code]

Dear [Trustee's Name],

I hope this letter finds you well. I am writing to formally request the distribution of funds from the [Name of Trust Fund] for the purpose of supporting [Name of Charitable Organization] which aligns with the charitable goals set forth in the trust agreement.

The specific amount requested for distribution is [Insert Amount]. These funds will be utilized for [briefly describe the purpose of the donation, e.g., "community outreach programs," "educational initiatives," etc.]. I have attached supporting documents that detail the initiatives and how they align with the trust's objectives.

We appreciate your consideration of this request and are hopeful for a positive response. Should you require any additional information or documentation, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter and for your continued support of our mission.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, ZIP Code]