

Request for Distribution from Trust Fund

Date: [Insert Date]

To Whom It May Concern,

I hope this letter finds you well. I am writing to formally request a distribution from the [Name of Trust Fund] established by [Name of Grantor] for travel expenses.

As per the terms of the trust agreement, I am entitled to request funds for necessary travel expenses related to [briefly describe the purpose of the travel, e.g., attending a conference, family emergency, etc.]. The details of my travel are as follows:

- **Destination:** [Insert Destination]
- **Purpose of Travel:** [Insert Purpose]
- **Travel Dates:** [Insert Start Date] to [Insert End Date]
- **Estimated Expenses:** [Insert Estimate]

Enclosed with this letter are the relevant documents, including [list any supporting documents, e.g., travel itinerary, budget estimates, etc.]. I kindly ask for your prompt attention to this request as the travel date is approaching.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]