

Trust Fund Disbursement Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Name of Trust Fund Institution]

[Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the disbursement of funds from the [Name of Trust Fund] established for [Beneficiary's Name or Purpose]. As per the terms outlined in the trust agreement, I am eligible to receive funds for [state purpose, e.g., educational expenses, medical bills, etc.].

Details of the disbursement request are as follows:

- **Amount Requested:** [Insert Amount]
- **Purpose:** [Describe Purpose]
- **Date Needed By:** [Insert Date]

Attached to this letter are the necessary documents to support my request, including [list documents, e.g., invoices, receipts, etc.].

Please let me know if you require any additional information or documentation to process this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]