

Trustee Appointment Letter

Date: [Insert Date]

[Trustee's Name]

[Trustee's Address]

[City, State, Zip Code]

Dear [Trustee's Name],

We are pleased to inform you that you have been appointed as a trustee of the [Name of Trust Fund] established on [Date of Establishment]. This appointment is effective immediately and is made in accordance with the terms outlined in the trust document.

As a trustee, you will be responsible for managing the trust's assets, ensuring compliance with legal and fiduciary duties, and acting in the best interest of the beneficiaries. Your first meeting will be scheduled for [Insert Date and Time].

We have full confidence in your ability to fulfill these responsibilities and look forward to your contributions to the trust fund.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Name of Trust Fund]

[Your Address]

[City, State, Zip Code]