

# Trust Fund Beneficiary Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Dear [Beneficiary Name],

We are writing to formally notify you that you are a beneficiary of the [Name of Trust Fund] established on [Date of Establishment]. It has come to our attention that you are entitled to receive funds from this trust in accordance with the terms outlined in the trust document.

The trustee, [Trustee Name], is responsible for the management and distribution of the trust assets. You may contact the trustee at [Trustee Contact Information] for further details regarding your entitlement.

Please feel free to reach out to us if you have any questions or need additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]