

[Your Full Name]
[Your Current Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Trustee Name]
[Trustee Address]
[City, State, Zip Code]

RE: Update of Beneficiary Contact Information for [Full Name of the Trust]

Dear [Trustee Name],

I am writing to formally notify you of a change in my contact information. As a beneficiary of the [Full Name of the Trust], I would like to ensure that all future correspondence, tax documents, and distributions are sent to my updated address.

Please update your records with the following information, effective as of [Date Change is Effective]:

New Mailing Address: [Street Address, Apartment/Suite Number, City, State, Zip Code]
New Phone Number: [Phone Number]
New Email Address: [Email Address]

Please confirm receipt of this update and let me know if there are any additional forms or documentation required to finalize this change.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]