

Date: [Insert Date]

To: [Recipient Name/Financial Institution]

Address: [Recipient Address]

Account Number (if applicable): [Insert Number]

Subject: Notice of Foreign Trust/Estate Compliance and Reporting Requirements

Dear [Name of Contact Person or Department],

I am writing to formally address the tax compliance and reporting obligations regarding the [Name of Foreign Trust or Estate], of which I am a [Beneficiary/Trustee/Executor/Grantor].

As this entity is classified as a foreign (non-U.S.) trust/estate, please be advised that I am committed to fulfilling all applicable reporting requirements mandated by the Internal Revenue Service (IRS). This includes, but is not limited to, the following forms:

- **IRS Form 3520:** Annual Return To Report Transactions With Foreign Trusts and Receipt of Certain Foreign Gifts.
- **IRS Form 3520-A:** Annual Information Return of Foreign Trust With a U.S. Owner.
- **FinCEN Form 114 (FBAR):** Report of Foreign Bank and Financial Accounts.
- **IRS Form 8938:** Statement of Specified Foreign Financial Assets (FATCA).

To ensure accurate and timely filing, I request that your office provide the following documentation for the tax year [Year]:

- A Foreign Grantor Trust Owner Statement or Foreign Grantor Trust Beneficiary Statement.
- Detailed records of all distributions, income generated, and asset valuations.
- Confirmation of any taxes withheld at the source.

Please provide these documents by [Date] to allow for the proper preparation of tax returns. If there are specific internal forms or procedures required by your institution to release this information, please notify me immediately.

Thank you for your cooperation in ensuring full regulatory compliance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your U.S. Taxpayer Identification Number]

[Your Phone Number]