

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

[Date]

[Trustee Name]
[Trustee Address]

RE: Formal Demand for Distribution of Assets from [Name of Trust]

Dear [Trustee Name],

I am writing to you in my capacity as a beneficiary of the [Full Name of Trust], established on [Date Trust was Created].

According to the terms of the Trust instrument, specifically [mention section or article if known], I am entitled to receive a distribution of [describe specific asset or percentage of the trust]. As of today, I have not received these assets, nor have I received a formal timeline for their distribution.

It has been [Number] months/years since the triggering event for distribution occurred. As Trustee, you have a fiduciary duty to administer the trust and distribute assets to beneficiaries in a timely and efficient manner according to the trust documents and applicable state law.

This letter serves as a formal demand for the following:

- A full and detailed accounting of the Trust's assets and expenses to date.
- A definitive date by which my distribution will be transferred to me.
- The immediate distribution of [mention specific amount or property].

Please provide a written response regarding the status of this distribution by [Date - usually 10-14 days from now]. Failure to respond or to provide a reasonable explanation for the delay may leave me with no choice but to seek legal remedies, which may include a petition for your removal as Trustee, a request for a court-ordered accounting, and a claim for damages caused by the delay.

I look forward to resolving this matter promptly and amicably.

Sincerely,

[Your Signature]

[Your Printed Name]