

Current Date: [Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

**RE: Request for Cashier's Check from Trust Account**

To Whom It May Concern,

Please accept this letter as a formal authorization to issue a cashier's check from the following trust account:

**Account Name:** [Full Name of Trust]

**Account Number:** [Account Number]

**Check Details:**

- **Payable To:** [Payee Name]
- **Amount:** \$[Dollar Amount]
- **Memo/Reference:** [Reference Info]

Please deduct any applicable processing fees directly from the account mentioned above. I will collect the check in person at the branch / Please mail the check to the following address:  
[Address].

If you have any questions or require further verification, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name of Trustee/Authorized Signatory]

[Title/Capacity]