

Trustee Appointment Letter

Dear [Trustee],

I am pleased to appoint you as a trustee for [Trust Name], effective [Date of Appointment]. Your appointment as a trustee is an important one, and I have every confidence that you will fulfill your duties with the utmost diligence, skill, and integrity.

As a trustee, you will be responsible for overseeing the management and administration of [Trust Name], ensuring that the trust is managed in accordance with its terms and in the best interests of its beneficiaries. Your responsibilities will include, but are not limited to:

- Acting in the best interests of the beneficiaries of the trust;
- Ensuring that the trust is administered in accordance with its terms;
- Investing the trust assets prudently and with due regard to the needs of the beneficiaries;
- Maintaining accurate records of all transactions relating to the trust;
- Communicating with the beneficiaries of the trust and keeping them informed about its administration; and
- Making distributions to the beneficiaries in accordance with the terms of the trust.

I have every confidence that you will fulfill your duties with the utmost diligence, skill, and integrity. Your appointment as a trustee is an important one, and I am confident that you will carry out your responsibilities with the care and attention that they require.

Please sign and return the enclosed copy of this letter to confirm your acceptance of this appointment. I look forward to working with you as a trustee of [Trust Name].

Sincerely,

[Your Name]