

Formal Trustee Appointment Letter

Subject: Appointment as Trustee

Dear [Recipient Name],

We are pleased to inform you that you have been appointed as a Trustee of [Trust Name], effective [Start Date]. Your responsibilities will include overseeing trust operations, managing assets in accordance with the trust deed, and ensuring compliance with all legal and fiduciary obligations. Please acknowledge your acceptance of this appointment by signing and returning a copy of this letter.

Sincerely,

[Sender Name]

[Title/Position]

[Organization Name]

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