

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank/Financial Institution Name]
[Branch Address]
[City, State, Zip Code]
Subject: Application for Trust Account
Dear [Bank Manager's Name],
I am writing to formally request the establishment of a trust account with [Bank/Financial Institution Name]. Below are the details regarding the trust account I wish to set up:
Trust Name: [Name of the Trust]
Trustee Name: [Name of Trustee]
Beneficiary Names: [List of Beneficiaries]
Type of Trust: [Revocable/Irrevocable/Other]
Tax ID or Social Security Number: [Provide if applicable]
Please find attached the necessary documentation, including the trust deed and identification documents for all parties involved.
I would appreciate it if you could guide me through the application process and inform me of any additional information or documentation required.
Thank you for your assistance. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]