

< Insert Date >

< Name of Addressee >

< Address Line 1 >

< Address Line 2 >

< City, State, Zip Code >

Re: < Name of Decedent / Name of Trust >

Dear < Addressee >,

I am requesting a copy of the [Name of Trust] for which you are the trustee. As a beneficiary of the trust, I have the right to review the trust instrument and obtain a copy of the document under Virginia law, under Virginia Code section 64.2-804, which provides that a trustee must provide a beneficiary with a copy of the trust instrument upon the beneficiary's request.

I understand that as the trustee, you have a fiduciary duty to act in the trust's and its beneficiaries' best interest. Providing a copy of the trust document is consistent with that duty and will help me better understand my rights and interests as a beneficiary.

Please send me a copy of the trust document as soon as possible. If any costs are associated with obtaining the document, please let me know, and I will gladly reimburse you for those expenses. Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

< Signature >

< Name of Sender / Heir/ Beneficiary >

< Insert Relation to Decedent >

REFERENCE ONLY DOES NOT CONSTITUTE A FORMAL LAWYER-CLIENT RELATIONSHIP