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| --- | --- |
| From the office of:  First-Middle: Last, Executive Trustee  for Trust Name Here  c/o 1234 Your Address Street  City / Town, State [12345]  Phone No.: (xxx) xxx-xxxx | To:  Somebodys-Name: Here,  Nominated Trustee  c/o 4321 Their Address Street  City / Town, State [54321] |
|  |  |

Date: \_\_\_\_\_\_Date Goes Here\_\_\_\_\_\_

**TRUSTEE NOMINATION LETTER**

Dear Sir / Madam,

Please be informed that you have been nominated to be appointed Trustee of the Trust Name Here. The Board of Trustees shall further consider your nomination should you choose to respond in acceptance of your nomination.

Please reply by letter to the above address to inform us within twenty **(20)** days of your receipt of this notice to accept your nomination to be a Trustee for this Private Express Trust.

If you have any questions or concerns about this nomination to be a Trustee for the above-named Trust, please inquire in your response or directly contact me, the Executive Trustee, and I will disclose the responsibilities of the Trustees of this private organization in the format of your choice.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First-Middle: Last, Executive Trustee

**WITNESSES**

On the date which it bears, I am signing as a witness at his/her request. At the time he/she signed this letter, he/she appeared to be of sound and disposing mind and memory and not acting under duress, menace, or undue influence of any person whatsoever.

Hold harmless clause: I am not a party to the papers for which I am a witness.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Printed Name

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Witness Printed Name