

RE: THE RALPH JONES TRUST

Dear

Please be advised that your father established a trust during his life and I am the successor Trustee, with the responsibility of distributing the trust assets. The trust applies only to assets which were titled in the name of the trust or which had the trust as beneficiary. Any assets which had joint owners or other beneficiaries passed directly to those individuals outside of the trust. The assets which were in the trust (or which were directed to the trust) are as follows:

List assets here

Based upon the terms of the trust (copies of relevant pages enclosed) and the value of the trust assets (documentation enclosed), the current value of your share is \$X . [if relevant: In John's case, those funds will be held in trust by Mary]. The other beneficiaries will inherit their funds directly. Of course, the value of the assets when shares are actually distributed will depend upon the market on that date, together with any income received from the assets. When I write the individual checks, I will provide updated values for all trust assets.

Before I make distribution to all beneficiaries, I need signed assents from each of you, to acknowledge calculation of your ultimate share. Please sign and date the enclosed assent in the presence of a witness (a spouse or friend is fine) and return it in the enclosed, stamped envelope.

I will wait to forward any checks until I have all signed assents.

Please do not hesitate to contact me with any questions.

Sincerely,

Mary Jones, Trustee
Smith Family Trust
100 Main Street
Town, State 00000