

[Your Name]  
[Your Address]  
[Your City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name or Clerk of Court]  
[Name of Probate Court or Law Firm]  
[Address]  
[City, State, Zip Code]

**RE: Estate of [Deceased Full Name], Case Number: [Case Number, if known]**

To Whom It May Concern,

I am writing to you as a legal heir/beneficiary regarding the estate of [Deceased Full Name], who passed away on [Date of Death] in [County, State].

As I am currently residing out-of-state, I am formally requesting a status update on the probate proceedings or the distribution of assets for this estate. Specifically, I would like to receive information regarding:

- The current stage of the probate process.
- The estimated timeline for the final distribution of assets.
- Any outstanding documentation or actions required from my side to facilitate the resolution.
- A preliminary inventory of the estate assets, if available.

Please let me know if there are specific forms I must complete or if you require notarized identification to process this request. I am eager to resolve all outstanding matters related to this inheritance as efficiently as possible.

Thank you for your time and assistance in this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]