

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Address]

RE: The Estate of [Deceased Full Name]

Dear [Recipient Name],

I am writing to formally notify you that [Deceased Name] passed away on [Date of Death]. I have been named as the Executor of the Estate, and my appointment was officially confirmed by the [Name of Court] on [Date of Grant of Probate].

As the Executor, I am responsible for managing the affairs of the estate, which includes identifying assets, paying valid debts and taxes, and distributing the remaining assets to the beneficiaries according to the terms of the Will.

I am currently in the process of gathering all relevant information regarding the deceased's financial matters. [Optional: I have identified that you hold/are responsible for [Account Number/Asset Description] and request that you provide a current statement of account as of the date of death.]

Please direct all future correspondence regarding this estate to me at the address listed above. If you require any legal documentation, such as a certified copy of the Death Certificate or the Letters Testamentary, please let me know and I will provide them promptly.

Thank you for your cooperation during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]
Executor of the Estate of [Deceased Name]