

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

[Executor Name]  
[Executor Address]  
[City, State, Zip Code]

Dear [Executor Name],

Please accept my deepest condolences on the recent passing of [Name of Deceased]. Having assisted many families during similar times, I understand that this is a period of significant transition and responsibility.

I am reaching out because I specialize in real estate matters related to probate and estate settlement. I recognize that as the executor, you have many tasks ahead of you, and managing a property can be one of the most complex and emotional aspects of the process.

My goal is to serve as a resource for you, whether you need:

- A professional valuation of the property for estate records.
- Referrals for reputable contractors, cleaners, or estate sale organizers.
- Guidance on preparing the home for sale to achieve the best return for the heirs.
- Simple answers to questions regarding current market conditions.

Please know that there is no pressure or obligation. I am here to help simplify the real estate portion of your duties whenever you feel the time is right to move forward.

I have enclosed my business card for your records. If you have any questions or simply need a local professional to talk to, please feel free to call me at [Your Phone Number].

Wishing you and your family peace and strength during this time.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your License Number/Title]