

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

[Date]

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

Subject: Professional Assistance Regarding the Estate of [Deceased Name]

Dear [Executor Name],

Please accept my sincere condolences on the recent passing of [Deceased Name]. I understand that serving as an executor is a significant responsibility that involves many complex tasks during a difficult time.

I am writing to offer my services as a local real estate professional specializing in probate and estate properties in [City/County]. My goal is to serve as a resource for you as you navigate the options regarding any real property held within the estate.

I can assist you and the heirs with the following services:

- Providing a detailed Comparative Market Analysis (CMA) to determine the current value of the property for tax or distribution purposes.
- Assisting with property clean-outs, repairs, and maintenance through my network of trusted local contractors.
- Marketing the property to achieve the highest possible return if the estate chooses to sell.
- Providing local market data to help you make informed decisions on behalf of the beneficiaries.

I have enclosed my business card for your records. Whether you plan to sell the property immediately, hold it, or are simply seeking professional advice on its current value, I am here to help without any obligation.

I will follow up with a brief phone call next week to see if there is any information I can provide. In the meantime, please feel free to contact me directly at [Your Phone Number] if you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your License Number, if applicable]