

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

[Date]

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

RE: Estate of [Deceased Full Name], Case No. [Probate Case Number]

Dear [Recipient Name],

I am writing to formally introduce myself as the Court-appointed Executor (Personal Representative) for the estate of [Deceased Full Name], who passed away on [Date of Death]. I am currently handling the probate process from out of state.

Enclosed with this letter, please find a copy of the Letters Testamentary (or Letters of Administration) issued by the [County Name] Probate Court in [State], which grants me the legal authority to manage and settle the affairs of the decedent.

I am in the process of identifying all assets and liabilities associated with the estate. Please provide the following information regarding [Account Number/Property Address/Reference]:

- A current statement of account as of the date of death.
- Any required forms necessary to transfer or close the account.
- Information regarding any outstanding balances or pending transactions.

Please direct all future correspondence to my address listed above. If you have any questions or require additional documentation, you may contact me via phone or email.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

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