

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

[Date]

[Recipient Name]  
[Recipient Address]

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].

As part of my duties in settling the estate and fulfilling the wishes of the deceased, I am beginning the process of selling the real property located at: **[Property Address]**.

The purpose of this letter is to inform you that:

- The property will soon be prepared for market and listed for sale.
- I will be the primary point of contact for all matters regarding this transaction.
- All proceeds from the sale will be distributed in accordance with the will and probate court guidelines after all estate debts are settled.

I am committed to handling this sale efficiently and transparently. If you have any questions regarding the timeline or the process, please feel free to contact me directly.

Thank you for your cooperation during this transition.

Sincerely,

[Your Signature]

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