

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

[Date]

[Heir or Beneficiary Name]  
[Address]

RE: Estate of [Deceased Full Name]

Dear [Name],

I am writing to formally introduce myself as the Executor for the estate of [Deceased Full Name]. As part of my legal duties, I am responsible for managing and protecting the assets of the estate, which includes the maintenance and upkeep of the property located at [Property Address].

To ensure the property remains in good condition and retains its value, I have begun overseeing several maintenance tasks. These include:

- Securing the premises and changing locks where necessary.
- Arranging for basic utilities and insurance coverage.
- Scheduling routine landscaping and exterior care.
- Conducting an inventory of the property contents.

I am currently working with professional contractors to address [Specific Repair or Concern, e.g., a roof leak or overgrown yard]. These steps are being taken to prevent any loss of value or damage while the probate process is ongoing.

If you have any questions regarding the status of the property or the timeline for the estate administration, please feel free to contact me directly. I will provide regular updates as we move forward with the distribution of the estate.

Thank you for your cooperation and patience during this time.

Sincerely,

[Your Signature]

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