

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

[Date]

[Executor or Administrator Name]
[Estate Address]
[City, State, Zip Code]

Subject: Assistance with the Probate Process and Real Estate Matters for the Estate of [Deceased Name]

Dear [Executor Name],

Please accept my sincere condolences for your recent loss. I understand that serving as the personal representative of an estate is a significant responsibility that often comes with complex legal and logistical challenges.

I am writing to offer my professional guidance regarding the real estate assets within the estate. Navigating the probate process while managing property can be overwhelming, and my goal is to provide the resources you need to make informed decisions.

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

- **Property Valuation:** Providing a detailed Comparative Market Analysis (CMA) to determine the current fair market value of the property for tax and distribution purposes.
- **Maintenance and Preservation:** Coordinating services to ensure the property remains secure and well-maintained during the probate proceedings.
- **Strategic Sale Guidance:** If the estate requires a sale, I can manage the marketing, negotiation, and closing process to maximize the return for the beneficiaries.
- **Professional Referrals:** Connecting you with specialized legal or financial professionals if you require further estate planning or tax advice.

I have enclosed a brief guide outlining the typical steps of the probate process as it relates to real property. I would welcome the opportunity to speak with you briefly to learn more about the specific needs of the estate and how I can best support you.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Professional Title/License Number]