

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

[Date]

[Recipient Name]
[Recipient Title/Role]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Estate Settlement and Intent to Liquidate Property

To [Recipient Name/Interested Parties],

I am writing to formally notify you in my capacity as the [Executor/Administrator/Personal Representative] of the Estate of [Deceased's Full Name], who passed away on [Date of Death].

As part of the legal process to settle the estate and satisfy outstanding debts, taxes, and distributions to beneficiaries, it has been determined that the following property must be liquidated:

Property Description: [Address of Real Estate or Description of Asset]

Estimated Value: [Amount]

Method of Liquidation: [Public Auction / Private Sale / Real Estate Listing]

The liquidation process is scheduled to begin on [Start Date]. All proceeds from the sale will be deposited into the estate account and distributed according to the terms of the [Will / State Intestacy Laws] after all valid creditor claims and administrative expenses have been paid.

If you have any questions regarding the valuation, the sale process, or your specific interest in the estate, please submit your inquiries in writing to the address listed above no later than [Deadline Date].

Thank you for your cooperation during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]
[Executor/Administrator] for the Estate of [Deceased's Name]