

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

[Date]

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

Re: Follow-up on Estate Liquidation for [Deceased Person's Full Name]

Dear [Recipient Name],

I am writing to follow up on the status of the estate liquidation process for the late [Deceased Person's Name], which commenced on [Start Date].

According to our previous correspondence, the current stage of the process was identified as [mention specific stage, e.g., asset appraisal / inventory listing / public sale]. I would appreciate an update regarding the following items:

- The current progress of the asset distribution or sale.
- An updated timeline for the completion of the liquidation.
- A preliminary or final accounting of the proceeds generated to date.
- Any outstanding documentation or information required from my end.

Please let me know if there are any challenges or delays that have arisen since our last communication. I am eager to ensure this process moves forward efficiently and in accordance with the established legal requirements.

I look forward to hearing from you by [Date]. Thank you for your continued assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]