

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

[Date]

[Recipient Name]
[Recipient Address]

RE: Estate of [Deceased Full Name]

Dear [Recipient Name],

As the appointed Personal Representative for the estate of [Deceased Full Name], I am writing to provide an update regarding the probate timeline and the planned liquidation of estate property.

Probate Timeline:

- **Letters of Administration Issued:** [Date]
- **Creditor Notice Period Ends:** [Date]
- **Estimated Final Accounting:** [Date]
- **Anticipated Closing of Estate:** [Date]

Property Liquidation Plan:

To settle the estate's debts and facilitate the distribution of assets to beneficiaries, the following property is scheduled for liquidation:

- **Real Estate:** [Address of Property] - To be listed on [Date].
- **Personal Property:** [Description of items/Estate sale info] - Scheduled for [Date].
- **Vehicles/Other Assets:** [Description] - To be sold by [Method of Sale].

The proceeds from these sales will be deposited into the estate account to cover outstanding taxes, funeral expenses, and valid creditor claims before the remaining balance is distributed according to the [Will/State Law].

Please feel free to contact me if you have any questions regarding these dates or the liquidation process.

Sincerely,

[Your Signature]

[Your Printed Name]
Executor/Administrator of the Estate