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

[Date]

[Recipient Name or Law Firm]
[Recipient Address]
[Recipient City, State, Zip Code]

RE: Estate of [Deceased Full Name] - Case Number: [Probate Case Number]

Dear [Recipient Name],

I am writing to you in my capacity as [Heir/Beneficiary/Executor] regarding the estate of [Deceased Full Name], who passed away on [Date of Death] in the state of [State where estate is located].

As I am currently a resident of [Your State], I am seeking a formal update on the status of the probate proceedings and the settlement of the out-of-state assets. Specifically, I would appreciate information regarding:

- The current stage of the probate process.
- A preliminary inventory of the estate assets and any outstanding liabilities.
- The anticipated timeline for the final distribution of the inheritance.
- Any specific documentation or tax forms required from me as an out-of-state resident.

Please let me know if there are any legal fees or administrative costs that I need to address at this time. I am available to discuss this by phone or email at your earliest convenience.

Thank you for your assistance in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]