

[Current Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

RE: Estate of [Deceased Full Name], Case No: [Court Case Number]

Dear **[Beneficiary Name]**,

I am writing to formally notify you that the probate administration for the Estate of **[Deceased Full Name]** has been completed. The court has approved the final accounting and issued the Order for Final Distribution.

Enclosed with this letter, please find the following documents:

- A copy of the Court's Order for Final Distribution.
- Your final distribution check in the amount of \$**[Amount]**.
- A Receipt of Distribution form.

Please review the documents carefully. To finalize the records for the court, you are required to sign the enclosed "Receipt of Distribution" and return it to my office in the provided envelope by **[Date]**.

With the delivery of these assets and the filing of all final receipts, my duties as the Personal Representative/Executor of this estate are now terminated. The estate is considered closed.

Thank you for your patience and cooperation throughout this process.

Sincerely,

[Your Signature]

[Your Printed Name]

Personal Representative / Executor