

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

[Date]

[Recipient Name]
[Recipient Address]

Re: Estate of [Deceased's Full Name]

Dear [Recipient Name],

I am writing to formally introduce myself as the Personal Representative for the estate of [Deceased's Name], who passed away on [Date of Death].

Enclosed with this letter, please find a copy of the Letters of Administration (or Letters Testamentary) issued by the [Name of Court] on [Date], which grants me the legal authority to manage the affairs of the estate.

I am currently in the process of identifying and securing the assets and liabilities of the estate. Please direct all future correspondence, invoices, or statements related to [Deceased's Name] to my attention at the address listed above.

If you require any additional documentation or have information regarding accounts or property belonging to the deceased, please contact me at your earliest convenience.

Thank you for your cooperation during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]
Personal Representative of the Estate of [Deceased's Name]