

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

[Date]

[Executor Name]
[Executor Address]
[City, State, Zip Code]

RE: Estate of [Deceased Full Name]

Dear [Executor Name],

Please accept my condolences for the loss of [Deceased Name].

I am writing to you because I understand you have been named the Executor for this estate. As you are located out of state, I am reaching out to offer my professional assistance with the local requirements of the probate process here in [County/State].

Managing an estate from a distance can be challenging. I specialize in helping out-of-state executors handle local tasks, including:

- Securing and monitoring the local property.
- Coordinating with local contractors for repairs or maintenance.
- Assisting with the sale or disposal of personal property.
- Providing referrals for local probate attorneys or accountants.
- Facilitating the sale of real estate assets.

My goal is to simplify this process for you and ensure that the local assets are managed efficiently while you handle the legal and administrative duties from your home.

I would welcome the opportunity to speak with you briefly about how I can be of service. Please let me know if you have a few minutes for a phone call later this week.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Company Name/Title, if applicable]