

[Your Name]
[Your Title/Company Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Judge's Name or Clerk's Name]
[Name of Probate Court]
[Court Address]
[City, State, Zip Code]

RE: Professional Introduction - [Your Name/Service Type]

Dear [Judge/Clerk/Administrator Name],

My name is [Your Name] and I am a [Your Profession, e.g., Estate Liquidator, Realtor, Professional Fiduciary] practicing in [Your County/City]. I am writing to formally introduce myself and my services to the [Name of Court] Probate Court.

I specialize in assisting executors, administrators, and families through the complexities of the probate process. My services include:

- [Service 1: e.g., Comprehensive property valuations]
- [Service 2: e.g., Asset liquidation and estate sales]
- [Service 3: e.g., Professional fiduciary representation]
- [Service 4: e.g., Coordination of repairs and property maintenance]

My goal is to provide the court and appointed personal representatives with reliable, transparent, and efficient support to ensure the timely closing of estates. I am fully bonded/insured [if applicable] and have a deep understanding of the local probate requirements.

I have enclosed my professional CV/brochure for your records. If the court maintains a list of approved vendors or professionals, I would be honored to be considered for inclusion.

Thank you for your time and for the work you do for our community. Please feel free to contact me if I can be of assistance to the court in any capacity.

Sincerely,

[Your Signature]

[Your Printed Name]