

[Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Subject: Confirmation of Beneficiary Designation for the Estate of [Deceased Name]

Dear [Beneficiary Name],

This letter serves as formal notification and confirmation that you have been named as a beneficiary of the Estate of [Deceased Name].

As the [Executor/Administrator] of this estate, I am writing to verify the details regarding your designation. According to the official records and the [Last Will and Testament / Trust Agreement] dated [Date of Document], you are entitled to the following:

- [Description of Asset, Percentage of Estate, or Specific Dollar Amount]

Please note that the distribution of these assets is subject to the completion of the probate process, the settlement of all estate debts, and final tax filings. We anticipate the timeline for distribution to be approximately [Timeframe].

To ensure a smooth transfer of assets, please provide the following documents at your earliest convenience:

- A copy of your valid government-issued photo ID.
- Completed [Form Name, e.g., W-9 or Tax Residency Form].
- [Any other required documentation].

If you have any questions regarding your status or the next steps in this process, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Executor/Administrator] for the Estate of [Deceased Name]