

[Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Re: Estate/Trust of [Name of Estate or Trust]

Dear [Beneficiary Name],

Enclosed please find the final accounting regarding the administration of the above-referenced [Estate/Trust] for the period of [Start Date] through [End Date].

This accounting details all assets received, disbursements made, expenses paid, and the remaining balance available for final distribution. Please review these documents carefully.

By signing the attached Acknowledgment and Release, you confirm that:

- You have received and reviewed the full accounting of the [Estate/Trust].
- You approve the actions taken by the Fiduciary during this administration period.
- You waive a formal court audit of this accounting.
- You release the Fiduciary from any further liability or claims related to the administration of these funds.

Upon receipt of the signed acknowledgment from all beneficiaries, the final distribution of [Amount or Description of Asset] will be issued to you.

Sincerely,

[Fiduciary Signature]

[Fiduciary Name, Title]

ACKNOWLEDGMENT AND RELEASE

I, [Beneficiary Name], hereby acknowledge receipt of the final accounting for the [Estate/Trust Name]. I have reviewed the records and approve the distribution as outlined. I hereby release and forever discharge [Fiduciary Name] from any and all liability regarding the administration of this [Estate/Trust].

Beneficiary Signature

Date