

[Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

RE: Estate of [Deceased Full Name], Deceased

Dear [Beneficiary Name],

I am writing to inform you that the administration of the Estate of [Deceased Full Name] is now complete. As the Executor/Personal Representative of the estate, I have finalized all financial obligations, including the payment of debts, funeral expenses, and applicable taxes.

Enclosed with this letter, please find the following:

- A final accounting statement showing the total assets, expenses, and the remaining balance for distribution.
- A check in the amount of \$[Amount], representing your final share of the estate.
- A "Receipt and Release" form.

Please review the accounting statement. If everything is in order, please sign the enclosed "Receipt and Release" form in the presence of a notary and return it to me in the provided envelope. Your signature acknowledges that you have received your full inheritance and releases the Executor from further liability regarding this estate.

Thank you for your patience and cooperation throughout this process. If you have any questions regarding these documents, please feel free to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]

Executor/Personal Representative of the Estate of [Deceased Full Name]

[Your Phone Number]

[Your Email Address]