

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Estate of [Deceased Full Name], Deceased

Dear [Recipient Name],

I am writing to provide you with an update regarding the initial legal proceedings for the estate of [Deceased Full Name].

As the appointed Personal Representative/Executor, I have officially filed the necessary petition and supporting documentation with the [Name of County] Probate Court. This filing initiates the formal process of settling the estate's affairs.

Current Status:

- Petition Filed: [Date Filed]
- Court Case Number: [Case Number]
- Next Step: Awaiting the issuance of Letters Testamentary / Letters of Administration from the court.

The court typically takes [Number] weeks to process these initial documents. Once the court grants formal authority, I will begin the process of identifying assets, notifying creditors, and valuing the estate.

Please be aware that probate can be a lengthy process. I will continue to provide you with periodic updates as significant milestones are reached. You do not need to take any action at this time.

If you have any immediate questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

Personal Representative of the Estate