

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Estate of [Deceased Full Name], Deceased
Case Number: [Probate Case Number]**

Dear [Recipient Name],

I am writing to provide you with a formal update regarding the status of the application for Letters Testamentary in the above-referenced estate.

The petition for probate and the request for the issuance of Letters Testamentary were officially filed with the [Name of Court] on [Date Filed]. We are currently awaiting the court's review of the documentation and the scheduling of [the hearing/the judge's signature].

As of today, the progress is as follows:

- **Petition Filed:** [Completed/Date]
- **Notice to Creditors/Heirs:** [In Progress/Completed]
- **Court Hearing:** [Scheduled for Date / Pending]
- **Issuance of Letters:** [Estimated Timeframe]

Once the court approves the petition and the Clerk of the Court issues the formal Letters Testamentary, [Executor Name] will have the legal authority to manage and distribute the assets of the estate according to the decedent's Will.

We will notify you immediately once the court has issued the official documents. Should you have any questions regarding this timeline or require further information, please feel free to contact our office.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Capacity]