

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Heir/Beneficiary Name]
[Address]
[City, State, Zip Code]

Re: Estate of [Deceased's Full Name]

Dear [Heir/Beneficiary Name],

I am writing to provide you with an update regarding the administration of the estate of [Deceased's Name].

As the Executor/Administrator, I am currently in the process of identifying, securing, and valuing all assets owned by the decedent at the time of their passing. This phase involves creating a formal Inventory and Appraisal of the estate.

Current Progress:

- **Financial Accounts:** We have identified [Number] bank and investment accounts and are awaiting final date-of-death balance statements.
- **Real Property:** An appraisal has been scheduled for the property located at [Address] for [Date].
- **Personal Property:** An inventory of household goods, jewelry, and vehicles is underway. [Optional: Professional appraisers have been hired to value specific items].
- **Debts and Claims:** We are currently reviewing outstanding bills and creditor claims to determine the estate's liabilities.

The completion of the inventory is a critical step before we can settle debts, pay taxes, and eventually distribute the remaining assets to the beneficiaries. I expect to have a preliminary inventory completed by [Estimated Date].

Please note that this process can take time to ensure accuracy and compliance with probate laws. I will continue to keep you informed of major milestones as they occur.

If you have any specific questions regarding this process, please feel free to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]
Executor/Administrator of the Estate of [Deceased's Name]