

[Your Name/Executor Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Preliminary Asset Distribution - Estate of [Deceased Name]

Dear [Beneficiary Name],

I am writing to provide you with an update regarding the administration of the Estate of [Deceased Name]. As the Executor/Administrator, I am pleased to inform you that the probate process has progressed to a stage where a preliminary distribution of assets is now possible.

The purpose of this distribution is to provide beneficiaries with a portion of their inheritance while the final tax clearances and remaining administrative tasks are being completed. Please find the details of your preliminary distribution below:

- **Asset Description:** [e.g., Cash, Specific Securities, or Property]
- **Value/Amount:** [Insert Dollar Amount or Percentage]
- **Scheduled Delivery Date:** [Insert Date]

Please note that this is a partial distribution. A final distribution of the remaining estate residue will be made once all debts, funeral expenses, and final taxes have been settled and the court (if applicable) has approved the final accounting.

Accompanying this letter is a Receipt and Release form. Please sign and return this document to [Address/Email] at your earliest convenience. Once received, the funds/assets will be released to you via [Check/Wire Transfer/Other].

If you have any questions regarding this progress update, please feel free to contact me directly.

Sincerely,

[Signature]

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