

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

[Date]

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

Re: Estate of [Deceased Name], Case No. [Case Number]

Dear [Beneficiary Name],

I am writing to provide you with a formal update regarding the administration and final settlement of the Estate of [Deceased Name].

The administration process is nearing completion. Enclosed with this letter, please find the Final Accounting statement. This document provides a detailed report of all assets collected, debts and taxes paid, and administrative expenses incurred by the estate during the probate period.

The Final Accounting includes:

- Initial inventory of assets.
- Income earned by the estate during administration.
- Disbursements for creditor claims and funeral expenses.
- Payment of applicable legal and filing fees.
- Proposed final distribution of the remaining assets to beneficiaries.

Please review these documents carefully. If you are in agreement with the accounting and the proposed distribution, I kindly request that you sign the enclosed "Receipt and Release" form and return it to me by [Date]. Your signature acknowledges that you have received this information and approve of the distribution, which allows the court to formally close the estate.

If you have any questions or require clarification regarding any specific entry in the accounting, please contact me directly or consult with your legal counsel.

Once all signed releases have been received, I will proceed with the final distribution of checks/assets and file the closing petition with the probate court.

Thank you for your patience and cooperation throughout this process.

Sincerely,

[Your Signature]

[Your Printed Name]

Executor/Administrator of the Estate of [Deceased Name]

Enclosures: Final Accounting Statement; Receipt and Release Form.