

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

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

Re: SECOND NOTICE - Demand for Payment Regarding the Estate of [Deceased Full Name]

Dear [Executor Name],

I am writing to follow up on my previous letter dated [Date of First Letter], regarding my outstanding claim as a [Beneficiary/Creditor] of the Estate of [Deceased Full Name]. To date, I have not received the requested payment or any formal update regarding the status of the distribution.

According to the terms of the [Will/Probate Court proceedings], I am entitled to the sum of \$[Amount]. As the Executor, you have a fiduciary duty to manage the estate assets and settle valid claims in a timely manner.

Please consider this a formal demand for payment. I request that you provide either the full payment or a written explanation detailing the cause for the delay within [Number, e.g., 10] business days of receiving this letter.

If I do not receive a response or payment by [Date], I will be forced to pursue further legal remedies, which may include petitioning the Probate Court for an accounting or for your removal as Executor.

I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]