

[Date]

[Beneficiary Name]

[Address]

[City, State, Zip Code]

Re: Estate of [Name of Deceased]

Dear [Beneficiary Name],

I am writing to you regarding the legal representation of the Estate of [Name of Deceased].

Please be advised that this law firm has been retained by [Executor/Administrator Name], in their capacity as the Personal Representative of the Estate, to handle the legal aspects of the succession and administration process.

The purpose of this letter is to formally clarify that I represent the Personal Representative only. I do not represent you, or any other beneficiary, in an individual capacity. Our professional relationship is limited to the administration of the estate as a whole.

Because I do not represent your individual interests, I cannot provide you with legal advice regarding your rights in this succession. If you feel you need legal guidance, or if you have concerns regarding your share of the estate or the actions of the Personal Representative, I strongly recommend that you consult with an independent attorney of your choosing.

While I will provide you with notices and documents as required by law during the administration process, this communication does not create an attorney-client relationship between us.

Thank you for your understanding.

Sincerely,

[Attorney Name]

[Law Firm Name]