

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

[Date]

[Recipient Name or Law Firm Name]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Beneficiary Status and Clarification of Non-Engagement**

**Estate of:** [Deceased's Full Name]

**Case Number:** [If applicable]

To [Name of Executor, Administrator, or Attorney],

I am writing to formally acknowledge my status as a beneficiary regarding the estate of [Deceased's Full Name]. Please ensure that I am included in all future formal notices, accountings, and distributions as required by law.

The purpose of this letter is also to clarify the nature of our professional relationship. While I recognize your role as the [Executor / Administrator / Attorney for the Estate], please be advised that I am not currently engaging your services as my personal legal counsel. I am representing my own interests in this matter.

As a beneficiary, I request the following:

- A copy of the most recent Last Will and Testament or Trust document.
- An initial inventory of the estate assets.
- Timely updates regarding the probate process or administration timeline.

Please direct all future correspondence regarding my share of the succession to the address listed at the top of this letter. If there are documents requiring my signature, please provide sufficient time for me to review them independently.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]