

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

[Date]

[Executor/Administrator Name]
[Executor/Administrator Address]

Re: Estate of [Deceased's Full Name], Deceased

Dear [Executor/Administrator Name],

I am writing to you in my capacity as a beneficiary of the Estate of [Deceased's Full Name].

As it has been [Number of Months/Years] since the estate was opened, I am writing to formally request an initial accounting of the estate's assets, liabilities, and expenses to date. Specifically, I am requesting a report that includes:

- A current inventory of all estate assets and their appraised values.
- A detailed list of all income received by the estate.
- A detailed list of all debts, taxes, and administrative expenses paid from estate funds.
- A statement of any remaining undistributed assets.

This request is made in good faith to stay informed regarding the progress of the probate process and the status of my interest in the estate. I would appreciate receiving this information by [Date, e.g., 14 or 30 days from now].

Thank you for your time and your diligent management of the estate. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]