

Date: [Insert Date]

To: [Name of Executor/Administrator]

Address: [Address of Executor/Administrator]

Re: Estate of [Name of Deceased]

Dear [Name of Executor/Administrator],

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

As it has been [Number of Months/Years] since the commencement of the probate process, I am formally requesting a full and detailed accounting of the estate assets. Please provide a written report that includes:

- A complete inventory of all assets as of the date of death;
- A record of all income received by the estate;
- A detailed list of all debts, taxes, and administrative expenses paid;
- The current balance of all estate accounts; and
- A timeline for the final distribution of assets.

Under the laws of [Insert State/Province], beneficiaries have the right to be kept informed regarding the status and management of the estate. I request that this information be provided to me within [Insert Number, e.g., 30] days of the date of this letter.

Thank you for your prompt attention to this matter. I look forward to receiving the accounting documentation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number/Email]