

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

[Date]

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

RE: SECOND REQUEST - Formal Accounting of the Estate of [Deceased's Full Name]

Dear [Executor/Administrator Name],

I am writing this letter as a follow-up to my previous request dated [Date of First Letter] regarding a formal accounting of the Estate of [Deceased's Name]. As of today, I have not received the requested information or a timeline for when it will be provided.

As a beneficiary of this estate, I have a legal right to stay informed about the management of the assets, debts, and distributions. In the interest of transparency and good faith, I am once again requesting a detailed report that includes:

- A full inventory of the estate's assets at the time of death.
- A list of all income received by the estate since the date of death.
- A detailed record of all expenses, taxes, and debts paid from estate funds.
- Proposed or completed distributions to beneficiaries.

I would prefer to resolve this matter amicably and without the need for formal court intervention. Please provide the requested accounting or a written response outlining when I can expect to receive it by [Insert Date, e.g., 10 business days from now].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]