

[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].

Pursuant to my interest in the estate, I am formally requesting an informal accounting and an updated inventory of the estate's assets and liabilities. Specifically, I would appreciate receiving the following information:

- A comprehensive list of all assets currently held by the estate.
- A detailed record of all income received and expenses paid by the estate to date.
- A summary of any outstanding debts or claims against the estate.
- An estimated timeline for the final distribution of assets.

I am requesting this information to stay informed regarding the progress of the probate process and the status of my inheritance. I hope to receive these documents within [Number, e.g., 14 or 30] days of this letter.

Thank you for your time and your diligent efforts in managing the estate's affairs. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]