

Date: [Insert Date]

To: [Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

Re: Estate of [Deceased Full Name]

Dear [Attorney Name],

This firm represents [Client Name], a beneficiary of the above-referenced estate. We are writing to formally request full transparency regarding the administration and current status of the estate assets.

To date, our client has not received sufficient information to verify the preservation and valuation of the decedent's property. Pursuant to [State/Local Statute or Probate Code], we hereby request that you provide the following documentation within [Number] days:

- A formal inventory and appraisal of all probate assets;
- Copies of recent bank statements and financial account summaries;
- A detailed accounting of any disbursements or expenses paid from the estate to date;
- Documentation regarding the status of non-probate assets if relevant to the total distribution.

Our client seeks to resolve this matter amicably and avoid unnecessary court intervention. However, full disclosure is a prerequisite to ensuring the fiduciary duties of the Personal Representative are being met.

Please provide the requested information or a timeline for its production by [Insert Deadline Date]. We look forward to your prompt cooperation.

Sincerely,

[Your Name/Signature]
[Your Law Firm]
[Phone Number]
[Email Address]