

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

[Date]

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

Re: 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 initial request] regarding the formal accounting of the above-referenced estate.

As a beneficiary of the estate, I have a legal right to be informed of the estate's assets, debts, and disbursements. To date, I have not received the requested accounting, nor have I received an update regarding when it will be provided.

This letter serves as a good faith effort to resolve this matter informally. I understand that administering an estate is a complex task; however, it has been [Number] months since the estate was opened, and a transparent report of the financial status is now necessary.

Please provide the following documentation by [Deadline Date, e.g., 14 days from now]:

- A detailed inventory of estate assets.
- A record of all income received and expenses paid by the estate.
- A timeline for the final distribution of assets.

I would prefer to resolve this matter without involving the probate court. However, if I do not receive the accounting or a reasonable explanation for the delay by the date specified above, I will be forced to seek legal counsel and petition the court for a formal accounting or the removal of the executor.

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]