

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

[Date]

[Executor or Trustee Name]
[Executor or Trustee Address]

RE: Inquiry Regarding Status of Asset Disbursement for the Estate of [Deceased Name]

Dear [Executor or Trustee Name],

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

I would appreciate an update regarding the current status of the estate administration and an estimated timeline for the final disbursement of assets. Specifically, I am interested in knowing if there are any remaining requirements or legal formalities that must be satisfied before the distribution can occur.

Could you please provide a brief summary of the progress made to date or an updated accounting of the estate assets?

Thank you for your time and for your work in managing these affairs. I look forward to hearing from you at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]