

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Law Firm or Estate Executor's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the distribution of the estate of [Deceased's Name], who passed away on [Date of Death]. As one of the designated beneficiaries, I would like to gain a better understanding of the status of the estate distribution process.

Specifically, I would appreciate any updates regarding:

- The current status of the estate
- Any expected timeline for distribution to beneficiaries
- Documentation or information required from beneficiaries

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]