

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Estate Attorney or Executor Name]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request information regarding the distribution of beneficiaries from the estate of [Name of Deceased], who passed away on [Date of Death]. As a beneficiary, I would appreciate any details you could provide regarding the timeline and process for distribution.

Specifically, I would like to understand:

1. The current status of the estate settlement.
2. Any specific criteria used for the distribution of assets.
3. Expected timeline for when distributions will take place.

Your assistance in this matter would be greatly appreciated, as it will help me and other beneficiaries understand our positions in the estate process.

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

Sincerely,  
[Your Name]