

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

Executor's Name  
Executor's Address  
City, State, ZIP Code

Dear [Executor's Name],

I hope this letter finds you well. I am writing to formally request access to the distribution details of the estate plan pertaining to [Deceased's Full Name], whose estate you are administering.

As a designated beneficiary, I am entitled to receive information regarding the status of the estate and the anticipated distributions. I would greatly appreciate it if you could provide me with the following details:

- Inventory of the estate assets
- Current status of estate administration
- Estimated timeline for distribution

If there are any formalities or documents required to process my request, please let me know. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,  
[Your Full Name]