

# Letter Requesting Meeting to Access Estate Plan

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Law Firm/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss access to the estate plan of [Deceased's Name]. As a beneficiary named in the estate plan, I believe it is important for us to review the related documents and clarify any questions that may arise.

Could we please schedule a time to meet in the coming weeks? I am available on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

If none of these times work for you, please let me know your available dates and I will do my best to accommodate.

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

Sincerely,

[Your Name]