

# Dear [Beneficiary's Name],

I hope this letter finds you well. As the executor of the estate of [Deceased's Name], I want to take a moment to explain your rights and responsibilities as a beneficiary.

## Your Rights as a Beneficiary:

- You have the right to receive a copy of the will.
- You have the right to be informed about the estate's administration process.
- You are entitled to receive your share of the estate as specified in the will.
- You have the right to an accounting of the estate's assets and liabilities.

## Your Responsibilities as a Beneficiary:

- Please remain patient as the estate is settled, which can take time.
- Communicate any questions or concerns you may have regarding the estate.
- Understand that you may need to provide additional documentation for tax purposes.
- Respect the privacy of the estate's affairs.

If you have any questions, please do not hesitate to reach out to me. Thank you for your understanding and cooperation during this process.

Sincerely,

[Your Name]

Executor of the Estate of [Deceased's Name]