

Date: [Insert Date]

[Beneficiary's Name]
[Beneficiary's Address]
[City, State, Zip Code]

Dear [Beneficiary's Name],

I hope this letter finds you well. I am writing to address your recent inquiries regarding the estate of [Name of Deceased]. As the executor of the estate, I want to ensure that you are informed about the progress and any developments.

As you know, the probate process can be complex and may take some time. Currently, we are in the process of [briefly describe current status of estate, e.g., inventorying assets, resolving debts, etc.]. I appreciate your patience during this time.

If you have any specific questions or concerns, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address]. I am here to help and will do my best to provide you with the information you seek.

Thank you for your understanding and support as we navigate through these matters.

Sincerely,

[Your Name]
Executor of the Estate of [Name of Deceased]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]