

Letter to Beneficiaries Requesting Necessary Documents

Date: [Insert Date]

To: [Beneficiary's Name]

[Beneficiary's Address]

Dear [Beneficiary's Name],

I hope this letter finds you well. As the executor of [Decedent's Name]'s estate, it is my responsibility to ensure that the estate is settled according to the wishes set forth in the will. In order to proceed, I kindly request that you provide the following documents:

- [Document 1]
- [Document 2]
- [Document 3]
- [Any additional documents if necessary]

Please send the requested documents to my attention by [Insert Deadline] to facilitate a timely settlement of the estate. Your cooperation in this matter is greatly appreciated.

If you have any questions or need further clarification, do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

Executor of the Estate of [Decedent's Name]