

Asset Verification Letter

Date: [Insert Date]

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

Dear [Beneficiary's Name],

This letter serves as a formal notification regarding the asset verification process related to the estate of [Deceased's Name], who passed away on [Date of Passing]. As a beneficiary of the estate, it is essential to confirm the assets that are to be distributed.

We request that you provide the following information for verification purposes:

- List of assets you are aware of related to the estate
- Any relevant documentation you may have (e.g., deeds, titles, account statements)
- Contact information for any third parties involved (e.g., financial institutions, attorneys)

Please send your response by [Response Deadline Date] to ensure a smooth and timely distribution process. You may reach us at [Contact Information] should you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Contact Information]