

Beneficiary Request for Property Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request information regarding the property located at [Insert Property Address]. As a beneficiary of [Insert Name of Estate or Trust], I am seeking details about the property's current status, any outstanding liens or obligations, and any relevant valuation or appraisal reports.

Understanding this information is crucial for the administration of the estate and for making informed decisions moving forward. I would appreciate your prompt response to this request.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]