

Beneficiary and Executor Partnership Notice

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a formal alert regarding the partnership between the beneficiary, [Beneficiary's Name], and the executor, [Executor's Name], pertaining to the estate of [Deceased's Name].

As the appointed executor, [Executor's Name] is responsible for managing the estate in accordance with the wishes expressed in the will of [Deceased's Name]. [Beneficiary's Name] holds the right to receive [describe the assets or benefits] as per the terms set forth in said will.

It is essential to maintain clear communication and cooperation between both parties to ensure a smooth administration of the estate. Please feel free to contact each other at the following details:

- Beneficiary Contact: [Beneficiary's Email / Phone]
- Executor Contact: [Executor's Email / Phone]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Relation to Estate]

[Your Contact Information]