

# Beneficiary-Executor Coordination Notice

Date: [Insert Date]

To: [Beneficiary's Name]

[Beneficiary's Address]

From: [Executor's Name]

[Executor's Address]

Dear [Beneficiary's Name],

This letter serves as a notice of coordination regarding the estate of [Name of Deceased]. We acknowledge your role as a beneficiary and would like to keep you informed about the administration process.

Below are some key details regarding the estate:

- Estate Identifying Information: [Estate ID or Reference]
- Current Status of Estate Administration: [Brief Description]
- Next Steps: [Description of what to expect next]

Please feel free to reach out if you have any questions or need further information. It is our goal to ensure open communication throughout this process.

Best regards,

[Executor's Name]

[Executor's Contact Information]