

# Estate Inventory Request

Date: [Insert Date]

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

Dear [Beneficiary's Name],

I hope this letter finds you well. As part of the estate administration process for [Deceased's Name], I am writing to request a complete inventory of the estate's assets and liabilities for your records and information as a beneficiary.

The information requested includes, but is not limited to:

- Real Estate Holdings
- Bank Accounts
- Securities and Investments
- Personal Property
- Debts and Liabilities

Your cooperation in providing this information is crucial for ensuring transparency and fairness throughout the estate settlement process. Please send the requested inventory to me by [insert due date]. If you have any questions or need assistance, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Relation to Deceased]  
[Your Contact Information]  
[Your Address]