

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a detailed report of the estate assets related to [Decedent's Name], who passed away on [Date of Death]. As [Your Relationship to Decedent], it is essential for me to understand the extent and value of the assets included in the estate.

Specifically, I would like to obtain information regarding:

- Real estate properties
- Bank and financial account balances
- Investments and stocks
- Personal property and collectibles
- Liabilities and outstanding debts

Should you require any additional information or documentation to process this request, please do not hesitate to contact me through the provided contact information. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]