

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Executor's Name]

[Executor's Address]

[City, State, ZIP Code]

Dear [Executor's Name],

I hope this letter finds you well. I am writing to formally request a summary of the estate assets related to [Deceased's Name], who passed away on [Date of Death]. As a beneficiary of the estate, I believe it is important to be informed about the assets involved.

Specifically, I would appreciate details on the following:

- A list of all the estate assets
- The estimated value of each asset
- Any liabilities associated with the estate
- Information on the distribution timeline

Sincerely,

[Your Name]