

Virtual Estate Settlement Notification

Date: [Insert Date]

To: [Heir's Name]

[Heir's Address]

Dear [Heir's Name],

We are reaching out to inform you about the virtual settlement of the estate of [Deceased's Name], who passed away on [Date of Passing]. This process will ensure that the distribution of assets and liabilities is conducted in accordance with [his/her/their] wishes as documented in the will.

The virtual meeting has been scheduled for [Date] at [Time] via [Platform (e.g., Zoom, Microsoft Teams)]. You will find the link to join the meeting at the end of this letter.

Agenda:

- Review of the will
- Overview of the estate's assets and liabilities
- Distribution plan and timeline
- Questions and answers

Please ensure to have your identification ready for verification purposes. If you have any documents or questions you would like to address during the meeting, kindly send them to us beforehand.

We appreciate your cooperation during this process and look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]

Meeting Link: [Insert Meeting Link]