

# Partial Asset Distribution Request

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Executor's Name]  
[Executor's Address]  
[City, State, Zip Code]

Dear [Executor's Name],

I hope this message finds you well. I am writing to formally request a partial distribution of the assets as a beneficiary of the estate of [Deceased's Name].

As we understand, the estate is currently being administered, and I would like to request a distribution of [specific amount or description of assets requested]. This distribution will assist in [brief explanation of the reason for the request, e.g., covering medical bills, education expenses, etc.].

I appreciate your attention to this matter and your ongoing efforts in administering the estate. Please let me know if there are any forms or additional information required to process my request.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]