

Appointment Update for Personal Representative

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an update regarding my appointment as the personal representative for [Name of Estate or Entity].

As per our previous discussions and in accordance with the [State or Local] regulations, my appointment has been [approved/revised/updated] as of [Effective Date]. I am looking forward to [briefly state your goals or intentions related to your appointment].

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you need any further information or clarification regarding this update.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]