

Beneficiary Personal Representative Status Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to formally notify you that [Beneficiary's Name] has appointed [Your Name] as their Personal Representative. This appointment is effective as of [Effective Date].

As the Personal Representative, I will be responsible for managing and overseeing the distribution of [Beneficiary's Name]'s assets in accordance with their wishes and legal requirements.

If you have any questions or need further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

Personal Representative of [Beneficiary's Name]