

# Letter to Beneficiaries: New Personal Representative Information

Date: [Insert Date]

Dear [Beneficiary's Name],

I hope this message finds you well. I am writing to inform you that [Deceased's Name] has appointed a new personal representative for their estate. This letter serves to provide you with the necessary information regarding this change.

## **New Personal Representative Information:**

**Name:** [New Personal Representative's Name]

**Address:** [New Personal Representative's Address]

**Phone Number:** [New Personal Representative's Phone Number]

**Email:** [New Personal Representative's Email]

The personal representative is responsible for managing and distributing the estate according to the wishes expressed in the will. Should you have any questions or require further information, please do not hesitate to reach out to the new representative at the contact details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to the Deceased]

[Your Contact Information]