

# Letter of Revised Personal Representative

Date: [Insert Date]

To the Beneficiaries of the Estate of [Decedent's Name],

Subject: Notification of Revised Personal Representative

Dear Beneficiaries,

I hope this letter finds you well. I am writing to inform you of a recent change regarding the personal representative for the estate of [Decedent's Name]. After careful consideration and due to [reason for revision, e.g., unforeseen circumstances], it has become necessary to appoint a revised personal representative.

The new personal representative is [New Representative's Name], who has accepted this responsibility and is fully equipped to manage the affairs of the estate. [He/She/They] can be reached at [New Representative's Contact Information].

We ask for your understanding during this transition and appreciate your cooperation as we work to ensure that the estate is administered in accordance with [Decedent's Name]'s wishes.

If you have any questions or concerns, please do not hesitate to reach out to me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Relation to Decedent]

[Your Contact Information]