

Executor of Estate Notification

Date: [Insert Date]

To: [Beneficiary's Name]

Address: [Beneficiary's Address]

Dear [Beneficiary's Name],

I hope this message finds you well. I am writing to inform you of my appointment as executor of the estate of [Deceased's Name], who passed away on [Date of Passing]. As the executor, it is my duty to manage and distribute the estate in accordance with [Deceased's Name]'s wishes and the provisions of the will.

Please be advised that you are a named beneficiary in the will. Your share of the estate will be calculated after settling any debts and final expenses. I will be in touch with further details regarding the administration of the estate and the distribution of assets.

If you have any questions or require additional information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your understanding during this time.

Sincerely,

[Your Name]
Executor of the Estate of [Deceased's Name]
[Your Contact Information]