

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Legal Representative's Name]

[Law Firm or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Legal Representative's Name],

I hope this letter finds you well. I am writing to formally notify you of a charitable bequest left to [Charity Name] in the estate of [Deceased's Name], who passed away on [Date of Death]. The bequest is intended to support [specific purpose or program, if applicable].

We kindly request that you provide us with any pertinent documentation and information regarding the estate, along with details on how the bequest will be processed. [Charity Name] is committed to honoring the wishes of [Deceased's Name] and ensuring that their legacy makes a meaningful impact.

Thank you for your assistance in this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Charity Name]

[Charity Address]