

Executor of Estate Claims Submission

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit claims on behalf of the estate of [Decedent's Name], who passed away on [Date of Passing]. As the appointed executor of the estate, I am responsible for managing the assets and settling any claims in accordance with the state law and probate procedures.

Enclosed with this letter, you will find the necessary documentation supporting the claims, including:

- Copy of the Last Will and Testament
- Death Certificate
- List of Claims
- Supporting Documents for Each Claim

Should you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Executor of the Estate of [Decedent's Name]