

Notification of Probate Estate Administration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Dear [Beneficiary Name],

I am writing to inform you that the probate process for the estate of [Deceased's Name], who passed away on [Date of Death], has commenced. I have been appointed as the executor of this estate.

This letter serves to formally notify you of your interest as a beneficiary under the will of [Deceased's Name]. As a beneficiary, you have rights and responsibilities under the probate process, and it is my duty to facilitate the effective administration of this estate.

Please find enclosed the following documents for your review:

- Copy of the Last Will and Testament
- Death Certificate
- Probate Petition

I encourage you to review these documents and feel free to contact me if you have any questions or need further clarification regarding the estate administration process.

Thank you for your cooperation and understanding during this time.

Sincerely,

[Your Name]

Executor of the Estate of [Deceased's Name]