

# Probate Estate Administration Accounting

Date: [Insert Date]

To: [Beneficiary's Name]  
[Beneficiary's Address]  
[City, State, Zip Code]

Subject: Estate Accounting for [Decedent's Name]

Dear [Beneficiary's Name],

I hope this letter finds you well. As the administrator of the estate of [Decedent's Name], I am writing to provide you with an update on the estate's accounting as required by the probate court.

## Estate Overview

The estate comprises the following assets:

- Asset 1: [Description and Value]
- Asset 2: [Description and Value]
- Asset 3: [Description and Value]

## Income and Expenses

The following is a summary of the income and expenses incurred during the administration:

**Total Income:** \$[Total Income]

**Total Expenses:** \$[Total Expenses]

**Net Balance:** \$[Net Balance]

## Distribution Plan

The proposed distribution to the beneficiaries is as follows:

- [Beneficiary's Name]: \$[Amount]
- [Beneficiary's Name]: \$[Amount]

Please review the attached detailed accounting statement. If you have any questions or concerns, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Role]

[Your Contact Information]