

Estate Case File Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Office/Company Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the estate case file regarding [Name of Deceased] (Case Number: [Insert Case Number]). As an interested party, I would appreciate any updates you could provide on the progress and any pending actions.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]