

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request access to the case file pertaining to the estate of [Name of the Deceased], case number [Case Number], as I am a qualified interested party in this estate matter.

In accordance with relevant laws and provisions, I kindly ask for a copy of all documents, records, and information related to this case. Specifically, I am interested in [list specific documents or information requested].

Please let me know if there are any forms to complete or fees to be paid in order to facilitate this request.

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

Sincerely,

[Your Name]