

Estate Planning Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to outline my estate planning decisions in preparation for my retirement. It is essential for me to express my wishes clearly to ensure that my assets are managed according to my desires.

Personal Information

Name: [Your Full Name]

Address: [Your Address]

Contact Information: [Your Phone Number & Email]

Executor of Estate

I appoint [Executor's Name] as the Executor of my estate. They will be responsible for managing and distributing my assets as per this document.

Asset Distribution

Upon my passing, I wish for my assets to be distributed as follows:

- [Asset/Property 1]: [Beneficiary Name]
- [Asset/Property 2]: [Beneficiary Name]
- [Asset/Property 3]: [Beneficiary Name]

Healthcare Decisions

In case of incapacitation, I appoint [Healthcare Proxy Name] to make healthcare decisions on my behalf.

Funeral Arrangements

I wish for my funeral to be conducted in accordance with the following preferences: [Insert Preferences].

Final Wishes

It is my hope that my family and friends will honor my wishes as outlined above.

Sincerely,
[Your Name]