

Executor's Account Settlement

Date: [Insert Date]

[Executor's Name]

[Executor's Address]

[City, State, Zip Code]

[Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

Subject: Settlement of Executor's Account

Dear [Beneficiary's Name],

I hope this letter finds you well. As the executor of the estate of [Deceased's Name], I am writing to provide you with the final account settlement for the estate.

Summary of Transactions:

- Total Assets: \$[Total Assets]
- Total Liabilities: \$[Total Liabilities]
- Net Balance: \$[Net Balance]

Distribution of Assets:

- [Beneficiary's Share]: \$[Amount]
- [Other Beneficiary Shares]: \$[Amount]

Please review the enclosed documents for detailed records of all transactions and distributions made during the administration of the estate.

If you have any questions or require further clarification, please do not hesitate to reach out to me.

Thank you for your understanding and cooperation during this process.

Sincerely,

[Executor's Name]

[Executor's Contact Information]