

**Date:** [Insert Date]

**To:** [Name of Recipient/Executor/Law Firm]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Re: Formal Request for Testamentary Documentation regarding the Estate of [Deceased's Full Name]**

Dear [Name of Contact Person],

I am writing to you in my capacity as [Your Relationship to the Deceased/Beneficiary Status] regarding the estate of the late [Deceased's Full Name], who passed away on [Date of Death].

To ensure the proper administration of the estate and to satisfy legal and financial requirements, I formally request copies of the following testamentary documents:

- The Last Will and Testament of [Deceased's Name] (including any Codicils);
- Letters Testamentary or Letters of Administration;
- A current inventory of estate assets, if available;
- [Insert any other specific document requested].

Please provide these documents within [Number] business days. If there are any administrative fees associated with copying or mailing these records, please inform me in advance.

Thank you for your prompt attention to this matter. I look forward to receiving the documentation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]