

Date: [Date]

To: [Administrator Name]

[Administrator Address]

[City, State, Zip Code]

RE: Estate of [Deceased Name]

Case Number: [Probate Case Number, if applicable]

Dear [Administrator Name],

I am writing to you in my capacity as [Beneficiary/Creditor/Successor Administrator] regarding the current financial status of the Estate of [Deceased Name].

Upon review of the most recent accounting dated [Date of Accounting], it has been identified that there is a deficit in the estate accounts totaling \$[Amount]. This deficit appears to be the result of [briefly state cause, e.g., unauthorized expenditures, mismanagement of assets, or failure to collect debts].

As the court-appointed Administrator, you have a fiduciary duty to preserve the estate's assets and act in the best interests of the beneficiaries and creditors. The current deficit constitutes a breach of that duty.

Demand is hereby made for the following:

- A detailed written explanation for the deficit within [Number] days of receipt of this letter.
- A formal plan to resolve the deficit and restore the missing funds to the estate account.
- Full reimbursement of the deficit amount of \$[Amount] to the estate by [Deadline Date].

Failure to rectify this deficit or provide a satisfactory resolution plan by the aforementioned date will leave me with no choice but to seek legal remedies. This may include petitioning the Probate Court for your removal as Administrator, seeking a surcharge against you personally, and/or initiating a claim against your surety bond.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]