

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Executor's Name]
[Executor's Address]

RE: Formal Demand for Settlement of the Estate of [Deceased's Full Name]

Dear [Executor's Name],

I am writing to you in my capacity as a beneficiary of the Estate of [Deceased's Full Name], who passed away on [Date of Death].

It has been [Number of Months/Years] since the estate was opened for probate. To date, I have not received a final distribution of my inheritance or a comprehensive status update regarding the finalization of the estate affairs. Specifically, I am requesting the following information and actions:

- A complete and updated inventory and appraisal of the estate's assets.
- A formal accounting of all income, expenses, and disbursements made by the estate to date.
- An estimated timeline for the final distribution of assets and the closing of the estate.

As the Executor, you have a fiduciary duty to act in the best interests of the beneficiaries and to settle the estate in a timely and transparent manner. The current lack of communication and progress is concerning.

Please provide the requested documentation and a written update on the status of the settlement within [Number, e.g., 14] business days of the date of this letter. If I do not receive a response by [Deadline Date], I will be forced to seek legal counsel and may petition the probate court for a formal accounting or the removal of the executor.

I hope we can resolve this matter promptly and amicably without further legal intervention.

Sincerely,

[Your Signature]
[Your Printed Name]