

URGENT LEGAL MATTER: FORMAL DEMAND

Date: [Date]

Via: [Certified Mail / Email / Process Server]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Estate of [Deceased Full Name] (the "Estate")

Dear [Recipient Name],

I am writing to you in my capacity as the [Executor/Administrator/Personal Representative] of the Estate of [Deceased Full Name]. I have been formally appointed by the [Name of Probate Court] in [County, State], Case Number [Case Number].

This letter serves as a formal demand for the immediate [return/payment/accounting] of the following assets belonging to the Estate that are currently in your possession or under your control:

- [Description of Asset 1, e.g., Cash amount of \$X,XXX]
- [Description of Asset 2, e.g., Specific jewelry or vehicle]
- [Description of Asset 3, e.g., Real property located at Address]

Legal Basis for Demand:

As the representative of the Estate, I have a fiduciary duty to collect and preserve all estate assets for distribution to beneficiaries and creditors. Your unauthorized retention of these assets [constitutes a breach of contract / is a conversion of estate property / violates state probate law].

Required Action:

To avoid formal legal proceedings, you must perform the following actions by [Deadline Date, e.g., 14 days from today]:

1. Deliver the items listed above to [Location/Address].
2. Provide a full written accounting of any funds spent or assets transferred.
3. [Optional: Cease and desist all communication with other beneficiaries regarding these assets].

Notice of Intent to Litigate:

Failure to comply with this demand by the date specified will result in the Estate taking immediate legal action. This may include filing a petition for the turnover of property or a civil lawsuit for damages, interest, and attorney's fees. Please be advised that this letter may be used as evidence of your prior knowledge and refusal to cooperate should litigation be necessary.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

Personal Representative of the Estate of [Deceased Name]

[Your Phone Number]

[Your Email Address]