|  |  |
| --- | --- |
| Date  Your Property Conveyancer  Address 1  Address 2  Address 3  Post Code |  |

Dear Sirs,

**<NAME OF DECEASED> DECEASED**

**ADDRESS: <DECEASED’S HOME ADDRESS>**

**DATE OF DEATH: <DATE OF DEATH>**

**YOUR REFERENCE: <CASE REFERENCE>, <ADDRESS> (“THE PROPERTY”)**

My sister, <name>, and I are the sole Executors for our father’s estate as above.

The Executors have finalised all estate matters bar the sale of the Property.

Distributions of all non-Property assets have been made to the two beneficiaries of my father’s will. The two sole beneficiaries are me and my sister.

As all other matters have been completed we would request that proceeds from the sale of the Property are paid directly to the two beneficiaries in an equal 50:50 split as per the will of our father, <name of deceased>, as already supplied.

The beneficiaries’ bank details are:

Name Name

Bank Bank

Sort code: <Sort Code> Sort code: <Sort Code>

Account: <Account Number> Account: <Account Number>

I hereby indemnify you against any claim from any third party in respect of this distribution to the beneficiaries directly.

If you require any further information you can contact me via email to at <your email address> or <your contact number>.

Yours faithfully

**<Your Name>**

**EXECUTOR**