



Grab & Go Mini Programs

Designed for 15 - 20 Minute Presentations

Letter of Last Instructions

Date of Program: _____ Group Name: _____ Number of participants: _____

“Attention” Getter

- Bring along a sample “Letter of Last Instructions” for “Show and Tell”

Talking Points

- By writing a *letter of last instructions* you can provide essential information needed to relieve your survivors (spouse, children or other family members) needless hours of frustration and anguish as they search for needed important documents during a time of sadness and grief over our passing.
- When you are listing the location of your important documents, describe whether they are “in the safe deposit box at XYZ bank,” “in the bottom left-hand drawer of the desk,” or “in the cardboard box on the top right-hand-side of the bedroom closet.”
- Once your letter is finished, signed and dated, you can decide if, or what parts, of your letter you want to copy and share with family members or friends.
- Review your letter annually or when there has been a change in your family situation such as marriage, divorce, birth of a child, or death of a family member.
- The purpose of a *letter of last instructions* is to provide your personal representative and/or specific family members the information they need to notify the appropriate individuals about your death, to honor your funeral arrangements and to locate your important financial records for probate (if necessary) so your estate can be settled

Discussion

- Ask audience for examples of situations that have arisen after the death of a family member when no letter of last instruction exists.

Handouts for Participants

- [Letter of Last Instructions](#) MontGuide (MT198904HR). Order from Extension Distribution Center Online Store at: www.msuetension.org/store.
- A [Microsoft WORD worksheet](#) to fill in the necessary information to help prepare the Letter of Last Instructions that pertains to your situation.

Evaluation Quickie

- How many of you plan to write or update our letter of last instructions as a result of this session?
 - Number _____ Percent _____
- How many of you plan on using the MSU Extension Microsoft WORD worksheet to fill out your letter of last instructions?
 - Number _____ Percent _____