

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acknowledgement of Benefactors

Dear :

Concerning the estate of name, we have drawn up a list of the persons deemed as the benefactors. Enclosed is a list of the Benefactors that name included in his/her Last Will and Testament.

If you have any questions, please do hesitate to contact me concerning this list. I am at your convenience.

Sincerely,

N A M E

Enclosure