

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

D A T E

N A M E
A D D R E S S L I N E 1
A D D R E S S L I N E 2
C I T Y , S T A T E Z I P C O D E

Re: **vs.**

Dear :

Enclosed herewith please find a Motion to Discharge , Substituted Trustee, which we have filed this day in the Chancery Court Judicial District of County, .

Also enclosed is an original Agreed Order providing for the payment of attorneys fees and costs incurred by , and discharging him from liability. If this Order meets with your approval, I would be most appreciative if you would sign it and return it to me so that I can have it entered by the Court.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

/
Enclosures