

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

D A T E

**VIA HAND DELIVERY**

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

Dear N A M E:

Enclosed herewith please find the original of the Durable Power of Attorney which signed on .

I sincerely apologize for the delay in returning this to you. However, as we discussed on the telephone a few weeks ago, I wanted to retain a copy of this for my records and I did not want to mail the original to you for fear that it would become lost, and we would have to go through the process of having the Power of Attorney re-executed. I had intended to bring the original to you sooner, but I rarely travel to . Since I did not want to charge you for bringing the Power of Attorney back, I was hoping to wait until I had occasion to be coming in that direction.

Again, I apologize if I inconvenienced you in any way.

Sincerely,

BY:

/  
Enclosure