

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

D A T E

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

Re: Wills

Dear N A M E:

Enclosed herewith please find draft copies of A Last Will and Testament and Living Will which I have prepared for each of you. Please review these documents carefully and call me with any questions or comments you might have.

Sincerely,

By:

:
Encl.