

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

D A T E

N A M E

Chancery Clerk

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: Estate of
Chancery Court of County, S T A T E

Dear :

Enclosed herewith for filing please find the originals and one copy each of the Petition to Appoint Administratrix and for the Grant of Letters of Administration and Oath of Administratrix regarding the above referenced matter.

Please file same and return the stamped "filed" copies to the undersigned in the enclosed self addressed stamped envelope.

If you have any questions, please do not hesitate to call.

Sincerely,

By:

/
Enclosure