

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

Date

Name  
Address  
Address  
C I T Y, State Zip Code

**Re:**            a/k/a            a/k/a

Dear            :

Our firm represents            , Administrator of the            .            also sometimes went by and prior to her/his marriage to            was married to            and went by the name of            . The Administrator has been in the process of reviewing the financial records of            to determine her/his assets and liabilities at the time of her/his death and whether he/she had a will. In the course of this review, it came to our attention that you handled a legal matter for            . The records indicate that you handled a real estate transaction regarding Address of Real Estate on Date of Transaction. We would be most appreciative if you would forward us copies of your file regarding this transaction.

With regard to the issue of a will, we would be most appreciative if you would review your files to see if any of the legal matters which you handled for            was the preparation of a will. If so, we will be most appreciative if you would forward a copy of the will and any information you might have regarding the whereabouts of the original.

I appreciate your consideration and cooperation in this matter.

Sincerely,

BY:

/  
pc: