

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

Date

VIA [AIRBORNE EXPRESS/FACSIMILE/U.S. MAIL]

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: In the Matter of the Estate of Name

Dear Name:

Enclosed please find an original Complaint to Probate Will and Appoint Executrix and Issuance of Letters Testamentary which you will need to sign before a **NOTARY PUBLIC**. Please forward the document to each of your sisters for their signature, also before a Notary Public. Once it has been fully executed, please have it returned to me.

Also enclosed is an original Affidavit, Notice to Creditors, Oath and certified letters to each of the known creditors which you will need to sign. You will not need to sign these before a Notary Public and please **do not** date them. We will date them and Notarize them when we present them to the Court.

If you have any questions regarding the enclosed documents, please feel free to call.

Sincerely,

Name

By:

Name

:
Enclosures