

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

Date

**VIA AIRBORNE EXPRESS**

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 Close Estate, 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 for your records is a copy of the Judgment Closing Estate which will be entered in order to complete the process. Once it has been signed by the Judge, we will forward you a stamped filed copy.

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

Sincerely,

Name

By:

Name

:  
Enclosures