

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

Date

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

Re: In the Matter of the Estate of  
Name  
Cause No.

Dear Name:

The referenced estate is ready to be closed and Name is ready to purchase the residence of Name outlined in her letter to you dated Date. In order to proceed, you will need to execute the enclosed documents.

Enclosed please find an original Warranty Deed and Waiver of Process as well as a copy of the Complaint to Close Estate in the above referenced matter. Please execute the original Warranty Deed and Waiver of Process **before a Notary Public** and return them to me in the enclosed self addressed and stamped envelope.

As Name informed you in her letter of Date, once the estate is closed the assets will be divided in accordance with Mrs. Bishop's will. Your portion of the estate, including your share of the proceeds from the sale of the residence, will be approximately \$ . This amount will be disbursed once a final judgment closing the estate has been entered with the Court. I anticipate that this will be accomplished by the first week in August.

If you have any questions, please feel free to contact me.

Sincerely,

Name

:  
Enclosure