

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:

Enclosed please find the Waiver of Process executed by you on Date as well as another unexecuted Waiver of Process. Due to an oversight on our part, the Complaint to Close the Estate was not filed with the Court prior to your execution of the first Waiver of Process. According to State Law, the Waiver must be executed and filed after the Complaint is filed with the Court. I apologize for any inconvenience this may cause but I must ask that you please execute the original Waiver of Process **before a Notary Public** and return it to me in the enclosed self addressed and stamped envelope. You may discard the first Waiver of Process.

A hearing to close the estate has been set the week of Date and I must file the Waiver prior to the hearing date.

Once again, I sincerely apologize for the inconvenience and delay, but can assure you that the matter will be concluded the week of the Day.

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

Sincerely,

:
Enclosure