

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

Date

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

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

Re: Distribution of Estate Assets

Dear Name:

Enclosed please find a check in the amount of Dollars (\$) which represents your proportionate share of the cash assets of the Estate of . Further, an Executrix Deed has been executed and sent for filing in the Chancery Court Records of Name County, State , regarding the mineral interests which were retained in the Estate, after the sale of the property along Location. When I receive a copy of the recorded Deed from the Clerk's office, I will forward a copy to you for your records.

Should you have any further questions, please do not hesitate to contact me.

Sincerely,

Name

Name

:
Enclosure