

**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 an original Petition to Close Estate and For Other Relief and a copy of the Judgment Closing Estate which will be presented to the Court. Please execute the original Petition before a Notary Public and once completed, forward it to Name for her signature.

By copy of this letter, I am providing Name with a copy of the documents and advising her that you will be forwarding the original Petition to her for signing and return to me.

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

Sincerely,

Name

By:  
Name

:  
Enclosures  
cc: