

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

Dear Name:

Enclosed please find a copy of the Last Will and Testament of Name signed and dated Date with your signature as a subscribing witness. Please examine the document and if you acknowledge the signature to be yours, please execute the enclosed original Affidavit of Subscribing Witness before a Notary Public and return it to me in the enclosed self addressed and stamped envelope.

Thank you for your assistance. If you have any questions, please do not hesitate to call.

Sincerely,

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Enclosure