

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

Date

VIA FACSIMILE: _____

Name

Address Line 1

Address Line 2

City, State Zip Code

Re: In the Matter of the Estate of Name

Dear Name:

I represent the heirs of Name and in that regard, I will be opening an estate on their behalf in the Chancery Court of Name County, State. In order to facilitate the probate of Name 's Last Will and Testament, I will need to present the original of same to the Court.

This letter will serve as my written request that you forward the original Last Will and Testament of Name to me at your earliest convenience. If you have any questions or need any additional information, please do not hesitate to contact me.

I appreciate your assistance in this regard.

Sincerely,

Name

By:

Name

: