

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

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Re: In the Matter of the Estate of Name

Dear Name:

In accordance with our telephone conversation today, I am enclosing herewith a check in the amount of \$2,500.00 payable to you. I am also enclosing a copy of Ms. Name's Will and a Receipt to be executed by you and returned to me.

If you have any questions in this regard, please feel free to call.

Sincerely,

Name

By:

Name

:
Enclosures
cc: , Executrix