

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:

This letter is to confirm our telephone conversation today wherein I was advised that you are the Chairman of Deacons of the Name Church. Enclosed herewith is a check in the amount of \$10,000.00 payable to Name Church from the Estate of Name. Also enclosed is a copy of Name's Will wherein she made this bequest to the church. You will notice from the bequest in item III of her Will, this is an unrestricted bequest and the church is free to use this money in any way it deems necessary.

Also enclosed is a Receipt to be executed by you on behalf of the church and returned to me.

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

Sincerely,

By:

:
Enclosures
cc: _____, Executrix