

**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  
Name County Chancery Court Cause No.

Dear :

Enclosed for your records is a copy of the Judgment Closing Estate which was entered today. All business regarding the estate has been concluded and the estate is now closed.

We appreciate your confidence in our firm and for allowing us to assist you during this time. If you have any questions of if we can be of service in the future, please do not hesitate to call.

Sincerely,

By:

Legal Assistant

Enclosure