

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
Cause No.

Dear Name:

Enclosed please find a Notice of Estate Disbursement Plan and Waiver To Entry of Judgment which needs to be executed by you. We previously sent you the same form and you signed and returned to us. However, the document **MUST BE EXECUTED BEFORE A NOTARY PUBLIC.** Please be sure that the Notary Public witnesses your signature and return the document to us in the self addressed and stamped envelope.

If you have any questions, please do not hesitate to call.

Sincerely,

Secretary to

Enclosure