

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

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Address Line 1
Address Line 2
City, State Zip Code

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Address Line 1
Address Line 2
City, State Zip Code

Re: In the Matter of the Estate of
Name; Cause No.

Dear Name (S):

The time for probating claims has expired and the estate is now ready to be closed. I have enclosed for each of you, a copy of the Complaint to Close Estate which has been filed with the Court. Also enclosed for each of you is an original **Waiver of Process** which you will need to execute before a Notary Public. Once the document has been properly executed, please return the original to me. Also enclosed is a copy of the **Judgment Closing Estate** which will be presented to the Court.

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

Sincerely,

Name

:

Enclosures
cc: