

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
; Cause No.

Dear :

Enclosed please find another original **Waiver of Process** which you will need to execute before a Notary Public. As I stated in our telephone conversation, we either did not receive the first Waiver or inadvertently misplaced it.

I apologize for any inconvenience this may cause. If you have any questions, please do not hesitate to call.

Sincerely,

,
Secretary to

Enclosure