

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

Dear Name:

Enclosed is documentation which I will be filing to close the estate. If you find this to be acceptable, please execute the enclosed Petition to Close Estate. You will need to sign where indicated and please be sure that you execute the document before a Notary Public. Once this has been completed, return the document to me in the enclosed self addressed and stamped envelope and I will then have Name sign.

If you have any questions regarding the enclosed, please feel free to call.

Sincerely,

Name

By:

Name

:
Enclosure