

**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 in Court to initiate the probate proceedings. As you can see, I have prepared the document which will have Name serve as Executrix. If you find this to be acceptable, please execute the enclosed Renunciation of Executorship and Complaint to Probate Will and Appoint Executrix and for Issuance of Letters Testamentary. You will need to sign where indicated and please be sure that you execute the documents before a Notary Public. Once this has been completed, return the documents to me in the enclosed self addressed and stamped envelope.

If you have any questions regarding the enclosed documents please feel free to call. Likewise, during the administration of the estate as questions arise, please do not hesitate to give me a call.

Sincerely,

:  
Enclosures