

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

DATE

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Account No.

Gentlemen:

This letter is to notify you that Letters of Administration have been issued by the Chancery Court of Name County, State to Name, Administrator With Will Annexed of the Estate of Name, Deceased. In accordance with Section _____, you are hereby notified that a failure to have your claim probated and registered by the Clerk of the Name County Chancery Court within ninety (90) days will bar your claim.

Sincerely,

Name, Administrator
With Will Annexed