

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

Attn: _____

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

Dear Name:

Enclosed please find our check number _____ in the amount of _____ Dollars (\$ _____)
which represents payment in full of your probated claim filed in the above referenced matter.

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

Sincerely,

:
Enclosure