

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 an original Petition to Close Estate and Other Relief which I will be filing in order to close the estate and obtain permission to proceed with the sale of the house. Also enclosed for your information is a copy of the Judgment Closing Estate. You will need to sign the Petition where indicated before a **Notary Public**. Once this has been completed, return the document to me in the enclosed self addressed Airborne Express envelope.

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

Sincerely,

Name

:
Enclosures