

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:

As you know, I have been asked by Name and Name to perform the legal work necessary to administer their mother's estate.

Enclosed is a **Complaint to Probate Will and Appoint Co-Executors and for Issuance of Letters Testamentary** which I will be filing in Court to initiate the probate proceedings. The document will have Name and Name serve as Co-Executors.

If you find this to be acceptable, please have the document executed by Name (S) on behalf of Name, individually and yourself on behalf of Name. Each person must sign before a **NOTARY PUBLIC**. Once the document has been properly executed by all parties, please return the original to me.

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

Sincerely,

Name

:
Enclosure
cc: