

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
Cause No.

Dear :

The time for probating claims has expired and the estate is now ready to be closed. I have enclosed an original **Petition to Close Estate and For Other Relief** which will need to be executed by all parties before a Notary Public. Once the document has been properly executed, please return the original to me as soon as possible in the enclosed prepaid Airborne Express envelope. Also enclosed is a copy of the **Judgment Closing Estate** which will be presented to the Court.

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

Sincerely,

:
Enclosures
cc: