

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

Dear :

Everything went fine with the opening of the estate. I have enclosed five (5) certified copies of Letters Testamentary and one (1) copy of the Judgment admitting the Will to probate.

The Judge said he would not require a formal appraisal on the mobile home. However, he wants us to prepare and submit a Motion asking that the court authorize the sale and also the transfer of ownership on the Bounder RV to your sister which would be attributable to her portion of the estate assets. He said it was a formality, but he would rather sign off on an Order and have the transaction referenced in the court records just in case anything ever came up in the future. The Motion and Order have been drafted and is reviewing them at this time. Once we have completed the final version, he will sign and present it to the Judge. You can go ahead and make whatever plans you need to sell the mobile home and we will send you a copy of the Order once it is entered.

I just want to clarify that it is your sister that has the mobile home. Is that correct? Also, if you have a description of the mobile home, year model, size, etc., that would be helpful. I will be out of the office until Thursday, but you can call and leave the information with Name.

If you have any questions, please give Name a call.

Sincerely,

Name

By: _____
Name,
Legal Assistant