

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
Name County, State Cause No.

Dear Name:

Enclosed please find an original Contract for the Sale and Purchase of Real Estate which has been executed by Name. Please review and if acceptable, both you and Name need to execute the document. Once completed, please forward same back to me.

If you have any questions, please advise. With kindest regards, I am

Sincerely yours,

Name

:
Enclosure