

**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  
County, Cause No.

Dear :

Enclosed please find our check in the amount of \$ which represents the balance of the deposit paid by after deduction of our fees. I have also enclosed a copy of our statement for services rendered.

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

Sincerely yours,

:  
Enclosure