

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
Cause No.

Dear Name:

We have not received the original Waiver of Process which was forwarded to you on DATE. Therefore, I am enclosing another original Waiver of Process for execution. Please execute the document **before a Notary Public** and return it to me in the enclosed preaddressed Airborne Express envelope.

If you have any questions, please feel free to contact me.

Sincerely,

Name

:
Enclosure