

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 :

I have been asked by to perform the legal work necessary to administer the above referenced estate. The time for probating claims has expired and the estate is now ready to be closed. Enclosed is a copy of the **Petition to Close Estate** which has been filed with the Court.

I have enclosed a copy of the Last Will and Testament of Name for your review along with a copy of the Last Will and Testament of Name. Please note that in paragraph 4 of Name's will, she left a blank by the bequest to her grandchildren. Since Name failed to enter an amount, the bequest is void. In addition, paragraph of Name's Will made reference to real property under the terms of the Will of Name. Since Name did not own any real estate at the time of her death, this bequest did not pass anything to the named beneficiaries. However, the paragraph of Name's Will referred to by Name passes certain real property to Name and Name as "remainderman". You may want to consult with Name, the attorney for Name's estate for further clarification.

Although there will be no distributions, it will be necessary to have each of you consent to the closing of the Estate. I have enclosed an original **Consent and Entry of Appearance** for your signature. The Consent must be signed before a Notary Public. Once the document has been properly executed, please return the original to me as soon as possible. I have also enclosed a copy of the **Judgment Closing Estate** which will be presented to the Court after the Consent has been returned and filed.

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

Sincerely,

Name

By:

Name

:
Enclosures