

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 Chancery Court Cause No.

Dear :

The time for probating claims has expired and the Estate is ready to be closed. In that regard, I have prepared the enclosed Petition to Close Estate which I will be presenting to the Court in order to complete the process.

Please execute the Petition before a Notary Public and return it to me in the enclosed overnight package.

If you have any questions, please do not hesitate to call.

Sincerely,

By: _____

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Enclosures