

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:

I have been asked by Name 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. I have enclosed a copy of the Last Will and Testament of Name for your review along with a copy of the **Petition to Close Estate** that I have filed.

Also enclosed are four (4) original **Waivers of Process and Entry of Appearance**, one for you and each of your children. You will need to execute as Mother and Natural Guardian of Name. The Waivers must be signed before a Notary Public. Once the documents have been properly executed, please return the originals 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 Waivers have been returned and filed.

Attached hereto as Exhibit "A", is a breakdown of the **approximate** value of the estate as well as a list of the expenses.

ADAMS & EDENS

A PROFESSIONAL ASSOCIATION

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The net proceeds will be disbursed once a final judgment closing the estate has been entered with the Court.

You will note from the Petition and Judgment, that the distributions to Name will be made to a you under the to . The Act prescribes the powers and duties of the parent/custodian in relation to the funds held by the custodian for the minor. Enclosed is a copy of Section . Please review these statutes and deal with the funds distributed to you in accordance therewith.

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

Sincerely,

Name

By:

Name

:
Enclosures