

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:

This letter is to confirm your telephone conversation with my Legal Assistant, Name wherein she was advised that you are the Treasurer of Name Church and that you are authorized to receive funds on behalf of the church and that you are also authorized to execute a Waiver of Process and Entry of Appearance on the Church's behalf.

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 an original **Waiver of Process and Entry of Appearance** which you will need to execute before a Notary Public. Once the document has been properly executed, please return it to me as soon as possible in the enclosed self addressed and stamped envelope.

I have also enclosed a copy of the **Judgment Closing Estate** which will be presented to the Court after the Waiver has been returned and filed.

The **approximate** amount that Name Methodist Church will receive is \$ which will be disbursed once a final judgment closing the estate has been entered with the Court.

If you have any questions or comments in this regard, please feel free to call.

Sincerely,

Name

By:
Name

:
Enclosure