

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

Dear Name:

The time for probating claims has expired and the estate is now ready to be closed. I have enclosed an original **Complaint to Close Estate** which you will both need to execute before a Notary Public. Once the document has been properly executed, please return the original to me. Also enclosed is a copy of the **Judgment Closing Estate** which will be presented to the Court.

The original of this letter is being forwarded to Name and I ask that he in turn forward it to Robert for his signature.

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

Sincerely,

:
Enclosure
CC:

Name