

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:

Enclosed please find an original Complaint to Close Estate which you will need to execute before a Notary Public. Please forward the Complaint to each of your brothers and have them execute the document, also before a Notary Public. Once completed, please return it to me and I will proceed with having the Judgment Closing Estate entered. (Copy Enclosed)

As I believe Name advised you by e-mail, although we are stating in the Complaint that the final tax returns have been filed and that no additional taxes are due, should it be determined that there are additional taxes due, you and your siblings would be responsible for paying this amount.

If you have any questions, please advise. With kindest regards, I am

Sincerely yours,

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Enclosure