

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:

As you know, I have been asked by Name to perform the legal work necessary to administer your father's estate.

Enclosed is a copy of the Complaint to Probate Will, Appoint Executor, For Issuance of Letters Testamentary and For Other Relief which I have filed in Court to initiate the probate proceedings. If you find this to be acceptable, and agreed to the terms set forth in the Complaint, I would ask that you please execute the enclosed Waiver and Consent **before a Notary Public** and return it to me in the enclosed self addressed and stamped envelope.

If you have any questions, please feel free to contact me. Likewise, during the administration of the estate as questions arise, please do not hesitate to give me a call.

Sincerely,

Name

Name

:
Enclosures
cc: Name