

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: Estate of Name

Dear Name:

Enclosed is a copy of the Complaint to Close Estate which we have filed. Also enclosed is a itemization of the assets of the Estate as well as a ledger of the activities which the Executor has performed during the administration of this Estate. If you have any questions regarding any of these enclosures, please feel free to call me or the Executor.

Also enclosed is a Waiver and Consent to be executor by you and returned to me in the enclosed envelope. Once we have received your executed and notarized Waiver, we will present the Court with a Judgment to close the Estate. After the Judgment is entered and all costs of administration are paid, you will receive your share of the proceeds of the Estate.

Once again, if you have any questions or comments, please feel free to call.

Sincerely yours

:
Enclosure
cc: