

**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 are documents regarding the Estate of, Name. We are preparing to close his Estate and accordingly need for you to execute the enclosed "Waiver and Consent". We have provided your mother with the documentation regarding the assets of the Estate and if you have any questions regarding this matter, please contact her or feel free to contact me.

Also enclosed is a Authorization to be executed by you which authorizes the Executor to pay over to your mother the portion of Name's Estate that would have passed to your father under the terms of your grandfather's Will.

Please note that your signature needs to be notarized on the Waiver. Please return the executed Waiver and Authorization to me in the enclosed envelope.

Thank you for your attention to these matters.

Sincerely,

Name

Name

:  
Enclosure  
cc: