

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

Enclosed please find a copy of the Last Will and Testament of Name signed and dated DATE which was prepared by your office. We have submitted a copy of the enclosed Will along with an Affidavit of Subscribing Witness to Name and have attempted to contact her by telephone. As of this date, we have had no response. We have been unable to locate the second subscribing witness, who we believe to be Name, and would appreciate any help you might be able to give us in locating him.

Thank you for your assistance. If you have any questions, please do not hesitate to call.
With kindest regards, I am

Sincerely yours,

Name.

:
Enclosure
cc: