

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

Name
Address
Address

Re: In the Matter of the Estate _____

Dear Name:

The time for probating claims has expired and the estate is now ready to be closed. I have enclosed an original **Complaint to Close Estate** which you will need to execute before a Notary Public. Once the document has been properly executed, please return the original to me. Also enclosed is a copy of the **Judgment Closing Estate** which will be presented to the Court.

If you have any questions regarding the enclosed documents please feel free to call.

With kindest regards, I am

Sincerely yours,

Name: Name
Enclosures