

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

<date>

Name
Address
Address

Name
Address
Address

Dear Name & Name :

I have been asked by Name to perform the legal work necessary to administer your mother's estate.

Enclosed are copies of the documents which I will be filing in Court to initiate the probate proceedings. You will see that I have prepared the documents with the assumption that it is agreeable to you that Name serve as Executor rather than have all of you serve as Co-Executors. If you find this to be acceptable please execute the **original** of the enclosed **Renunciation of Executorship**. Please have your signature notarized and return the executed **original** to me in the enclosed stamped envelope. You may keep the copies for your records.

The probate process should not take more than four (4) months and the process will begin as soon as I receive the Renunciations from each of you.

If you have any questions regarding any of the enclosed documents please feel free to call. Likewise, during the administration of the estate as questions arise don't hesitate to give me a call.

With kindest personal regards and my deepest regrets on the loss of your mother, I remain

Sincerely,

cc. Name
Enclosure