

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

<date>

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Name of Company
Address
Address

Re: Account No. _____

Gentlemen:

This letter is to notify you that Letters Testamentary have been issued by the Chancery Court of _____ County, _____ to _____, Executor of the Estate of _____, Deceased. In accordance with Section _____, you are hereby notified that a failure to have your claim probated and registered by the Clerk of the _____ County Chancery Court within ninety (90) days will bar your claim.

Sincerely,

Executor