

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

<date>

Name
Address
Address

Re: In the Matter of _____
Cause No. _____

Dear _____:

This letter is in response to your request for documents related to the above referenced estate. Enclosed are copies of the Waivers and Deed for Interment Rights and Transfer Agreement which were filed with the appropriate Chancery Clerks. However, I am not aware of any Complaint filed by _____, _____, _____ and _____ against the Estate prior to _____, 20____. The only Complaint I know about is the Complaint to open the estate that we filed on your behalf and I have enclosed a copy of same for your file.

_____ has the Estate file checked out and we had to have him fax the Waivers to us and that it the reason for the delay in getting copies to you. As soon as the file is returned to the Chancery Clerk's office, I can obtain the file and see if there has been anything else filed.

If you need any additional information, please advise. With kindest regards, I am

Sincerely yours,

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Enclosures