

**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 Name:

The time for probating claims has expired and the estate is now ready to be closed. I have enclosed a copy of the **Petition to Close Estate and For Other Relief** that I will be filing.

Also enclosed is an original **Waiver of Process and Entry of Appearance** which you will need to execute as Mother and Natural Guardian of \_\_\_\_\_. The Waiver must be signed before a Notary Public. Once the document has been properly executed, please return the original to me as soon as possible in the enclosed self addressed and stamped envelope.

I have also enclosed is a copy of the **Judgment Closing Estate** which will be presented to the Court after the Waivers have been returned and filed.

You will note from the Petition and Judgment, that the distributions to minors will be made to a parent under the \_\_\_\_\_ Uniform Transfers to Minors Act. The Act prescribes the powers and duties of the parent/custodian in relation to the funds held by the custodian for the minor. Enclosed is a copy of Section \_\_\_\_\_ of \_\_\_\_\_ Code Ann. . Please review these statutes and deal with the funds distributed to you in accordance therewith

If you have any questions, please feel free to call.

Sincerely,

:  
Enclosures