

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

DATE

Name
Address Line 1
Address Line 2
City, State Zip Code

RE: Estate of Name

Dear Name:

Enclosed, please find the original of a **Complaint to Probate Will and Appoint Co-Executrixes and for Issuance of Letters Testamentary** in the above matter. Additionally, you will find an **Oath** which needs to be signed but not dated due to the fact that the Oath will be dated after the **Judgment Opening the Estate** is entered. In this regard, if you will simply sign the Oath and return the same to me, I will notarize your signature with your consent. Additionally, you will find the original of a **Notice to Creditors** and an **Affidavit** which you need to execute. Again, I will notarize your signature on the Affidavit. Please return these documents to my attention in the enclosed envelope as soon as possible in order that we may present this documentation to the Court.

I will be out of the office from Date on vacation. Thereafter, should you have any questions regarding any of the enclosed documentation, please feel free to give me a call and I will answer any questions and explain how the probate procedure works. Thank you in advance for your assistance and cooperation in this regard. I look forward to working with you throughout the duration of this matter.

Sincerely,

Name

By:

Name

:
Enclosure
cc: Name