

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

:

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

Sincerely,

Name, Co-Executor

Name, Co-Executor