

**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: In the Matter of the Estate of  
  
Cause No.

Dear :

This letter is to remind you that we must notify all known creditors that an estate has been opened. Therefore, it is imperative that you provide me with a list of the bills that you know are due and owing at this time. After letters are sent to the known creditors, the Notice to Creditors can then be published in the Name of Newspaper and we will be able to proceed with petitioning the Court to close the estate after ninety (90) days.

Please let me hear from you concerning the bills.

Sincerely,

Name

: