

**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

**Attention:**

Re: In the Matter of the Estate  
of Name  
Cause No.  
Account No.

Dear :

I have spoken several times with Name, who I understand is no longer an employee, regarding a probated claim filed with the Chancery Court of Name County, State in the amount of \$ . The claim was filed for the outstanding bill of Name, deceased. It has been our understanding from Name that Company had agreed to withdraw the claim due to the fact that there are no assets from which to pay the outstanding bill. Based on this understanding, we sent an original Withdrawal of Probated Claim for execution which withdraws the claim previously filed. Evidently, there was a miscommunication between myself and Name because she returned a copy of my original letter to her and a second probated claim.

I have enclosed another original Withdrawal of Probated Claim which I would appreciate you having executed before a Notary Public and returned to me for filing with the Chancery Court of Name County, State.

If you have any questions, please do not hesitate to call. We appreciate your assistance in this matter.

Sincerely,

,  
Secretary to

Enclosure