

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: Name

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

Dear Name:

Enclosed please find a check in the amount of \$ which represents payment in full of the above referenced account. Please have a representative of your company execute the enclosed Receipt and Release before a Notary Public and return it to me as soon as possible. I have enclosed a self addressed envelope for your convenience in returning the document to me.

Sincerely,

Name,
Secretary to Name

Enclosure