

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
Name

Dear Name:

On DATE we forwarded to you correspondence and a copy of the Last Will and Testament of Name signed and dated DATE with your signature as a subscribing witness. Along with the correspondence, we enclosed an Affidavit of Subscribing Witness and requested that you examine the Will and if you acknowledged the signature to be yours, that you execute the Affidavit and return it to us. As of this date, we have not received the Affidavit nor have we received any response from you although we followed up with a message on your answering machine on DATE. I would appreciate you executing the Affidavit and returning it to us as soon as possible in order to avoid the necessity of having a Subpoena issued to you for your appearance in Court at a hearing on the matter.

Thank you for your assistance. If you have any questions, please do not hesitate to call.
With kindest regards, I am

Sincerely yours,

Name

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