

**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:

I have been asked by Name to perform the legal work necessary to administer her sister's estate.

Enclosed is a **Complaint to Probate Will and Appoint Executrix and for Issuance of Letters Testamentary** which I will be filing in Court to initiate the probate proceedings. The document will have Name serve as Executrix.

If you find this to be acceptable, please execute the document before a **NOTARY PUBLIC**. Once the document has been properly executed, please return the original to me in the enclosed prepaid Airborne Express envelope.

If you have any questions, please feel free to call.

Sincerely,

:  
Enclosure

Name