

**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  
Cause No.

Dear Name:

The time for probating claims has expired and the estate is now ready to be closed. I have enclosed an original **Complaint to Close Estate** which will need to be executed before a Notary Public. Once the document has been properly executed, please return the original to me as soon as possible in the enclosed prepaid Airborne Express envelope. Also enclosed is a copy of the **Judgment Closing Estate** which will be presented to the Court.

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

Sincerely,

:  
Enclosures

Name