

**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:

As you know, the Petition to Close Estate was forwarded to Name for execution on DATE. The documents were not returned and therefore a telephone call was placed to her today. Name advised that her children refused to execute the Petition due to the fact that they believed a headstone would be purchased out of the proceeds from the sale of the real property.

I will not be taking any further action to close the estate until I hear from both of you. Please get together and contact me at your earliest convenience.

Sincerely,

Name

: