

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: Claim , Bond #
 - Conservator
 Estate of**

Dear :

I am in receipt of your letter dated Date. We have not yet filed the accounting. As you may know, this estate has co-conservators, your client and Name. We had previously obtained the records in possession of Name and a week or so ago Name brought me some additional receipts which were in his possession. We will attempt to finalize the accounting and file it with the Court as soon as possible.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Name

BY:

Name

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