

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: Name

Dear Name:

This is to confirm our telephone conversation of Date, wherein you informed me that you were agreeable to my presenting our Petition to Substitute Conservator on an ex parte basis although your client did not waive notice of other matters that might arise in the future. Based on this conversation, I intend to present our Petition to Appoint New Conservator to Judge Name on Date.

Once the order is entered I will forward you a stamped "Filed" copy. In the meantime, should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

Name

BY:

Name

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