

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 Conservatorship of

Dear :

Now that your client has filed her final accounting, I would be most appreciative that you would have her gather all records relating to the conservatorship. Once these documents are gathered, I will be glad to pick them up at either your office or her home.

Please consult your client and let me know when these documents will be available.

Sincerely,

Name

BY:

Name

/
pc: Name