

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
Name**

Dear Name:

Enclosed please find a Order transferring the above referenced matter to the Chancery Court of Name County, First Judicial District, State. Also enclosed is a Bill of Cost from the Name County Chancery Clerk. According to the Clerk, they will transfer the file to City once the Bill of Cost has been paid.

Should you have any questions or if I can be of further assistance in any way, please do not hesitate to call.

Sincerely,

Name

BY:

Name

/
Enclosures