

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: Conservatorship of Name

Dear Name:

Enclosed herewith please find a check in the amount of Dollars (\$) from Name representing the balance of the conservatorship funds.

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

Sincerely,

Name

BY:

Name

:
Enclosure