

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 are the papers which Name had in her possession regarding the Conservatorship of Name. Name is out of the office until Date, but he instructed me to forward these to you when we received them.

Sincerely,

Name

Enclosures