

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: Estate of Name

Dear Name:

I would like to meet with you some time next week to discuss the possibility of closing out the estate. The best days for me would be Wednesday, Thursday or Friday. Please call me at your convenience so that we can set up a time.

Sincerely,

Name

BY:

Name

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