

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: Judgment Appointing Administratrix and
Certificate of Death

Dear Name:

Upon the request of Name, I am enclosing a copy of the following:

1. Judgment Appointing Administratrix and Granting Letter of Administration; and
2. Certificate of Death of Name.

If you should need any further information, please do not hesitate to contact our office.

Sincerely,

Name

BY:

Name

/
Enclosure