

**Instruction: This is a model letter. Adapt to fit your facts and circumstances.**

**CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Re: Name  
Account No.

Ladies/Gentlemen:

This letter is to notify you that Letters Testamentary have been issued by the Chancery Court of Name County, State to Name, Executrix of the Estate of Name, Deceased. In accordance with Section \_\_\_\_\_, you are hereby notified that a failure to have your claim probated and registered by the Clerk of the Name County Chancery Court within ninety (90) days will bar your claim.

Sincerely,

Name,  
Executrix