

Date: _____

Attorney

Name: _____

Address: _____

City/State/Zip: _____

To Whom It May Concern,

This letter is to inform you of the death of:

Name: _____

Address: _____

City/State/Zip: _____

I am enclosing a certified copy of the death certificate and evidence of my role in the estate. Please advise me of the following:

- ____ Any pending legal action
- ____ Copies of Wills and other legal documents
- ____ Applicable trust agreements
- ____ Real estate holdings
- ____ Outstanding contracts
- ____ All other legal matters you are handling for the deceased.

Please advise me of any retainers you are holding as well as any professional fees that may be due you. Your prompt assistance in this matter will be greatly appreciated.

Sincerely Yours,

My Contact Information

Name: _____

Relationship to Deceased: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____