{{p letter\_date\_insert }}

{%p if party.relationship == “Trust Company” %}

{{party.trust\_company\_and\_contact\_te}}

{%p else %}

{{party.name\_on\_file}}

{%p endif %}

{{party.address\_on\_file}}

Dear {{party.salutation\_on\_file}}:

**{{p re\_line\_insert }}**

We take this opportunity to advise you formally in writing that our involvement as your solicitor with respect to your duties as the personal representative of the Estate of {{deceased.name}} has come to an end as per your instructions. {% if firm\_handled\_distribution == “Yes” %}Given these instructions, we take this opportunity to enclose the following material for you{% else %}Given these instructions, we take this opportunity to return the following material to you{% endif %}:

{%p if info\_reqd.firm\_handled\_distribution == “Yes” %}

1. Original death certificate for {{deceased.name}};
2. Original and court certified copy of the Grant of Probate for the estate of {{deceased.name}}; and
3. Trust Reconciliation Statement.

We also would like to take this opportunity to enclose our firm’s statement of account for services rendered.

{%p else %}

1. Original death certificate for {{deceased.name}}; and
2. Original and court certified copy of the Grant of Probate for the estate of {{deceased.name}}.

We also would like to take this opportunity to enclose our firm’s statement of account for services rendered with an outstanding balance of ${{info\_reqd.legal\_fees}}. Please remit payment to our office as soon as possible. This account should be paid out of estate funds prior to the final distribution to the beneficiaries.

We would also like to remind you to obtain the signed release from the {% if beneficiary\_list|count == 1 %}beneficiary{% else %}beneficiaries{% endif %}. Having this document in your possession is in your best interests should {{beneficiary\_names\_list}} ever dispute the fact that they received their inheritance from you in the future. The possession of this document will save you time and money in preventing a future lawsuit.

{%p endif %}

Finally, we take this opportunity to have been of service to you and your family during this difficult time. Please do not hesitate to contact the writer should you have any questions or concerns.

{{p letter\_closing\_insert}}