{{p letter\_date\_insert }}

Office of the Public Trustee

Attn: {{service.pt\_contact}}

{{pt\_address[service.pt\_city or 'Edmonton']}}

Dear Sir/Madam:

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

{%p for party in minor\_res\_list %}

**{{party.full\_name}} – {% if party.minor\_tf %}Minor{% elif party.da\_tf %}Dependent Adult{% endif %} Beneficiary**

{%p endfor %}

{%p if info\_reqd.pt\_release\_type == "Interim" %}

We are pleased to advise that we are now in receipt of all the Estate proceeds. We enclose the following documents:

1. Accounting and Proposal for Interim Distribution;
2. {{firm\_name}} Invoice;
3. {% if minor\_res\_list|length > 1 %}Releases{% else %}Release{% endif %};
4. Schedule 1 - Legal and Personal Representative Compensation.

{%p endif %}

{%p if info\_reqd.pt\_release\_type == "Final" %}

We are pleased to advise that we are now in receipt of all the Clearance Certificate from Canada Revenue Agency and are now in a position to finalize this matter. Accordingly, please find enclosed the following:

1. Our final accounting;
2. Final {% if minor\_res\_list|length > 1 %}Releases{% else %} Release{% endif %}.

{%p endif %}

Please review the enclosed documents and if they meet with your approval sign the {% if minor\_res\_list|length > 1 %}Releases{% else %}Release{% endif %}. Once this is completed, please return the {% if minor\_res\_list|length > 1 %}Releases{% else %} Release{% endif %} to us.

{%p if info\_reqd.pt\_release\_type == "Interim" %}

The Trustee Act allows fair and reasonable compensation for the services of a Personal Representative. The amount depends on the time expended, the complexity, any unusual and difficult factors, and the value of the Estate. We confirm that {{cfa.pr\_active\_list}}, {{cfa.multiple\_prs|text\_merge("has/have")}} elected {% if info\_reqd.pt\_pr\_comp != "Yes" %}not {% endif %}to take personal representative compensation and we have prepared the Estate accounting accordingly.

There will be a tax holdback of sufficient Estate funds pending receipt of a Clearance Certificate from Canada Revenue Agency.

As stated in Schedule 1, we are entitled to bill for non-core legal services such as preparation of the Estate accounting and other miscellaneous items. However, upon review of this matter in its entirety we have elected to not bill any additional fees for these extra services and instead have included them at no extra charge.

{%p endif %}

Once we are in receipt of your fully executed {% if minor\_res\_list|length > 1 %}Releases{% else %} Release{% endif %} we will be in a position to provide the final distribution of Estate proceeds.

Should you have any questions or concerns regarding the above enclosures please contact me.

{{p letter\_closing\_insert}}