{{p letter\_date\_insert }}

{{p address\_block\_insert}}

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

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

{%p if info\_reqd.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;

{%p if party.is\_active\_pr %}

1. {{firm\_name}} Invoice;
2. Interim Release and accompanying Affidavit of Execution;
3. Schedule 1 - Legal and Personal Representative Compensation.

{%p else %}

1. Interim Release and accompanying Affidavit of Execution;
2. Schedule 1 - Legal and Personal Representative Compensation.

{%p endif %}

{%p endif %}

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

We are pleased to advise that we have now received instructions to proceed with the final distribution of this Estate. We enclose the following documents:

1. Statement of Funds Received and Disbursed and the Proposed Final Distribution; and
2. Final Release and accompanying Affidavit of Execution.

{%p endif %}

Please review the enclosed documents and if they meet with your approval have the Release witnessed and then have the **witness** attend before a {{ comm\_notary }} to swear the Affidavit of Execution. Please ensure that the {{ comm\_notary }} stamps their name and expiry date for the {{ comm\_notary }} under their signature. Once this is completed, please return the Release and Affidavit of Execution to us.

{%p if comm\_notary == 'Commissioner for Oaths' %}

Each member of our firm is a Commissioner for Oaths and we would be more than willing to assist you with the completion of the Releases.

{%p endif %}

The Personal Representative is entitled to fair and reasonable compensation. The amount depends on the time expended, the complexity, any unusual and difficult factors, and the value of the Estate. We confirm that the Personal Representative has elected {% if info\_reqd.pr\_comp != "Yes" %}not {% endif %}to take Executor compensation and we have prepared the Estate accounting accordingly.

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

There will be a tax holdback of sufficient Estate funds pending receipt of a Final 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 all the Releases fully executed by all the residuary beneficiaries of the Estate we will be in a position to distribute the Estate proceeds.

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

{{p letter\_closing\_insert}}