

# Instructions for Completing Your Will and Testament

Dear [Your Name],

Thank you for choosing to prepare your will and testament. Below are the instructions to guide you through the process:

1. **Gather Your Information:** Collect details about your assets, beneficiaries, and any specific wishes you have for distribution.
2. **Select an Executor:** Choose a trusted individual who will oversee the carrying out of your will.
3. **Decide on Beneficiaries:** Clearly outline who will receive your assets. Be specific with names and relationships.
4. **Write Your Will:** Use a template or consult a legal professional to draft your will. Ensure it follows state laws.
5. **Sign Your Will:** Sign and date your will in the presence of witnesses, if required by your state.
6. **Store Your Will Safely:** Keep your will in a safe but accessible place. Inform your executor and trusted family members of its location.
7. **Review Your Will Regularly:** Revisit your will periodically to ensure it reflects any changes in your life circumstances.

If you have any questions, feel free to reach out for assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]