

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to inform you of recent changes made to my estate planning documents. As part of my ongoing commitment to ensuring that my wishes are clearly articulated and carried out, I have made the following amendments:

1. [Description of Change 1]
2. [Description of Change 2]
3. [Description of Change 3]

Please ensure that these changes are acknowledged and taken into account in all future dealings regarding my estate. If you have any questions or require further clarification, do not hesitate to contact me.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]