

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Court or Office Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the filing of the Last Will and Testament of [Deceased's Name], who passed away on [Date of Death]. I have attached the original will along with all necessary documents for your review.

As the executor, I am committed to ensuring that the wishes of the deceased are followed. Please let me know if there are any additional forms or information needed for the filing process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]