

Letter Template for Testamentary Document Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit the testamentary documents of the deceased, [Deceased's Name], as required. Enclosed with this letter, you will find:

- Last Will and Testament
- Death Certificate
- List of Assets
- Any additional required documents

Please confirm receipt of these documents at your earliest convenience. Should you require any further information or additional documents, do not hesitate to contact me via the information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Deceased]