

# Request for Closing Documents

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the closing documents necessary for the settlement of the estate of [Deceased's Name], which I represent as [Your Relationship to the Deceased or Title].

It is essential for us to review these documents to ensure all procedures are aligned with legal requirements and to facilitate the timely distribution of the estate's assets. Please include the following documents:

- Last Will and Testament
- Death Certificate
- Inventory of Assets
- Tax Returns for the Last [Insert Years]
- Any relevant court documents

Feel free to reach me at [Your Phone Number] or [Your Email] should you need further information or clarification regarding this request.

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

Sincerely,

[Your Name]

[Your Title/Relationship to Estate]