

Estate Planning Document Drafting

Date: [Insert Date]

To: [Client's Full Name]

Address: [Client's Address]

Subject: Estate Planning Document Drafting

Dear [Client's First Name],

Thank you for choosing our services for your estate planning needs. This letter serves to confirm our understanding and the next steps in drafting your estate planning documents.

Documents to Be Prepared

- Last Will and Testament
- Durable Power of Attorney
- Healthcare Proxy
- Living Will
- Revocable Living Trust

Information Required

Please provide the following information to facilitate the drafting process:

- Full legal names of beneficiaries
- List of assets and liabilities
- Preferred guardianship for minor children (if applicable)
- Any specific wishes or additional instructions

Next Steps

Once we receive the necessary information, we will prepare draft documents for your review. A follow-up meeting will be scheduled to discuss any changes and finalize the documents.

If you have any questions or need assistance in gathering the required information, please don't hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your trust in our services.

Sincerely,

[Your Full Name]

[Your Title]

[Your Law Firm/Company Name]

[Your Contact Information]