

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title / Position]

[Recipient's Company or Firm Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the estate planning documents we discussed during our last meeting on [insert date]. As I understand it, completing these documents is a crucial step in ensuring my wishes are properly documented and executed.

I wanted to check in on the status of the documents. If there are any additional information or materials needed from my side, please do not hesitate to let me know.

Thank you for your assistance, and I look forward to hearing from you soon.

Sincerely,

[Your Name]