Re: Draft Estate Planning Documents

Dear *[Name]:*

I have enclosed the following draft estate planning documents for your review:

*[List each draft document enclosed in letter.]*

*[Provide a summary of each document and the purpose of the document.]*

I will contact you on to discuss any questions or requested revisions. If I revise the documents, you will receive another draft to review prior to executing the final version.

Please let me know if you have any questions about the draft documents. Once you sign your final estate planning documents, I will provide you with the originals. I recommend safely storing your original estate planning documents in a fire proof safe or in a safe deposit box.

Warm Regards,

*[Attorney]*

*[Firm]*

Enclosures

**IMPORTANT NOTICES**

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