

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

Clerk of the Court  
[Name of Probate Court]  
[Court Address]  
[City, State, Zip Code]

**RE: Statement of Claim**

**Estate of:** [Full Name of Deceased]

**Case Number:** [Insert Case Number if known]

To the Clerk of the Court:

Enclosed please find an original and [Number] copies of my Statement of Claim against the above-referenced estate.

The claim is based on [Briefly state reason, e.g., unpaid medical bills, personal loan, or services rendered] in the amount of \$[Total Amount Owed]. I have attached copies of supporting documentation, including [List attachments, e.g., invoices, contracts, or receipts].

Please file the original Statement of Claim with the court records. I have also enclosed a self-addressed stamped envelope. Please return a file-stamped copy of the claim to me for my records.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Name of Personal Representative/Executor, if known]