

[Date]

[Affiant Name]

[Affiant Address]

[City, State, Zip Code]

Re: Estate of [Deceased Full Name]

Account/Reference Number: [Account Number]

Dear [Affiant Name],

We have received the Small Estate Affidavit and the supporting documentation submitted on [Date] regarding the estate of the aforementioned decedent.

This letter serves as formal acknowledgment of receipt. We are currently reviewing the documents to ensure they comply with state laws and our internal requirements for the transfer of assets.

Please be advised of the following:

- The processing time for these requests is typically [Number] business days.
- If any additional information or signatures are required, we will contact you at the address or phone number provided.
- Once the review is complete, we will proceed with [issuing payment / transferring the title / closing the account] as requested.

If you have any questions in the meantime, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company/Institution Name]