

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

[Date]

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

RE: Request for Records - Estate of [Deceased's Full Name]
Case Number: [Insert Case Number if known]

To the Clerk of the Court,

I am writing to formally request copies of documentation regarding the probate estate of [Deceased's Full Name], who passed away on [Date of Death].

Specifically, I am requesting the following documents:

- [e.g., Certified Copy of the Last Will and Testament]
- [e.g., Letters Testamentary or Letters of Administration]
- [e.g., Final Decree of Distribution]
- [e.g., Complete Case File Inventory]

Please let me know the total cost for these copies, including any fees for certification and postage. I have enclosed a self-addressed stamped envelope for your convenience.

If you require any further information or specific forms to process this request, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]