

[Firm Name]
[Firm Address]

[Date]

CERTIFIED MAIL
RETURN RECEIPT REQUESTED # _____

[Beneficiary Name]
[Beneficiary Address]

Re: Estate of [Decedent's Name], Deceased; Cause No. [Number] in the Probate
Court No. 1 of Travis County, Texas

Dear [Beneficiary Name]:

[Executor Name] has retained this firm to represent her in her capacity as Independent Executor of the Estate of [Decedent Name], Deceased (referred to in this letter as the "Estate"). I am writing this letter to you on behalf of [Executor Name]. Section 128A of the Texas Probate Code requires the independent executor of an estate to notify all beneficiaries of the Estate that the will has been probated. Accordingly, you are hereby notified that:

1. [Decedent Name]'s will dated [Date of Will] was admitted to probate in the Probate Court No. 1 of Travis County, Texas, under Cause No. [Number], and [Executor Name] was appointed as and qualified as independent executor of the Estate on [Date of Qualification].
2. [Beneficiary Name] is named as a beneficiary in the will.
3. The name and address of [Executor Name] is: [Executor Name], Estate of [Decedent Name], c/o [Firm Name], [Firm Address].
4. A copy of the will and order admitting it to probate is attached.

This firm represents [Executor Name]. It does not represent you or the Estate.

Very truly yours,

[Lawyer Name]

Enclosures