*[Date]*

*[Client Name]*

*[Address]*

 Re: Draft Estate Planning Documents

Dear *[Client Name]:*

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

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

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

I look forward to discussing your questions about the documents on \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_ over the telephone. I will initiate the telephone call. If we need to make any revisions, I will provide you with a revised draft to review prior to signing the documents.

 Warm Regards,

 *[Attorney]*

 *[Firm]*

Enclosures

**IMPORTANT NOTICES**

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