

\_\_\_\_\_, 20\_\_\_\_

Certified Mail, Return Receipt Requested

Franklin Probate Court  
425 Main Street  
P.O. Box 590  
Greenfield, MA 01302

Certified Mail, Return Receipt Requested

Middlesex Probate Court  
208 Cambridge Street  
Cambridge, MA 02141-0005

Certified Mail, Return Receipt Requested

Worcester Probate Court  
225 Main St  
Worcester, MA 01608

Re: Estate of \_\_\_\_\_

Dear Sir/Madam:

Enclosed please find a Voluntary Administration Statement, Certified Death Certificate for decedent, [and original Will – *delete if no Will*], for filing in the above-referenced matter.

Also enclosed please find a check in the sum of \$115.00, representing the filing fees (\$100 for Voluntary Administration Statement and \$15.00 surcharge).

***[NOTE: you will receive one attested copy, but that is sufficient only if there is only one probate asset. If there is more than one asset at issue, you will need to order as many attested copies of the Statement as there are assets to be accessed – i.e., one for the Registry of Motor Vehicles, one for each bank, etc. - \$25 each additional] – remove this paragraph from final letter***

Kindly place the Statement in the box for allowance and forward one attested copy to me as soon as possible.

Do not hesitate to contact me with any questions.

Thank you for your courtesies.

Sincerely,