**Date**

PERSONAL DELIVERY

Harris County Clerk

Probate Department

201 Caroline St. Ste. 800

Houston, Texas 77002

(713) 274-8585

Re: Estate of **Decedent’s name**, Deceased

Dear Sir or Madam:

Enclosed please find the Will of **Decedent’s name**, dated **date Will signed**.

I am custodian of this Will and am delivering it to the clerk pursuant to Section 252.201, Texas Estates Code.

**Decedent’s name** died on **date of death**. At **[his/her]** death **[he/she]** was a resident of Harris County. **[His/her]** last known address was **[home address (physical, not P.O. box)/unknown]**.

The name and address of each executor named in the will, including any alternate executors, is:

**Executor’s name, [home address/address unknown]**

**Repeat for each alternate executor: Alternate executor’s name, [home address/address unknown]**

The name and address of each devisee (beneficiary) named in the will is:

**Repeat for each named devisee: Named devisee’s name, [home address/address unknown]**

Please accept this Will, index it, and otherwise handle it according to Chapter 252, Subchapter E, of the Texas Estates Code. No application is anticipated at this time. According to Section 252.201(b), there should be no fee.

Thank you for your help.

Sincerely,