

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: Cause No. \_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

Enclosed please find a copy of the Order removing you as personal representative dated \_\_\_\_\_, and appointing me as successor Administrator/Guardian. Also enclosed please find a copy of my Letters of Administration/Guardianship.

I hereby make demand on you that you turn over to me the estate assets that you have in your possession. I also formally demand that you make a proper accounting of your management of the estate. Failure on your part to provide me with the assets and the accounting may result in my seeking damages against you and your bond company on behalf of the estate.

If you would like to discuss this matter, please feel free to call me at the above-referenced telephone number.

Sincerely,

\_\_\_\_\_

enclosures

cc: Bond Company