



Probate and Administration Workflow

PROBATE AND ADMINISTRATION WORKFLOW

Action	Action Description	Documents	Next
PBT01	Take Instructions and send out initial Letters	PBTPBT01A – Initial letter to Client PBTPBT01B – Authority to Bank PBTPBT01C – Authority to take up Deeds PBTPBT01D – Letter to Beneficiaries seeking Information PBTPBT01E – Letter to Client Identity Services for Deceased PPSNo PBTPBT01F – Letter to Client seeking GP details PBTPBT01G – Letter to Bank requesting Funeral Bill payment PBTPBT01H – Letter to Financial Institutions re Deceased accounts PBTPBT01I – Letter to Banks re Deceased accounts PBTPBT01J – Letter to Social Welfare claims against Estate PBTPBT01K – Letter to Social Welfare appl for Bereavement Grant PBTPBT01L – Letter to Utility Companies PBTPBT01M – Letters to HSE re Nursing Home Support Scheme	PBT17 – 10 Days
PBT17	Review information received from Clients, Beneficiaries and Banks	PBTPBT17A – Letter to Client Identity Services for Beneficiary's PPSNo PBTPBT17B – Letter to Client Identity Services seeking new PPSNo for Beneficiary PBTPBT17C – Letter to Bank chasing Information PBTPBT17D – Letter to Financial Institution chasing Information	PBT02 – 0 Now PBT17 – 10 Days
PBT02	Prepare Inland Revenue Affidavit and have sworn	PBTPBT02A – Inland Revenue Affidavit	PBT03 – 2 Weeks
PBT03	Check Will and Death Certificate and whether IR Aff returned	PBTPBT03A – Affidavit of Attesting Witness PBTPBT03B – Affidavit of Mental Capacity PBTPBT03C – Executor's Reservation of Right to Act PBTPBT03D – Letter to Attesting Witness re Affidavit PBTPBT03E – Letter to GP re Affidavit of Mental Capacity PBTPBT03F – Letter to Executor reserving Right to Act	PBT03 – 10 Days PBT04 – 0 Now
PBT04	Prepare and file Probate Office Documents	PBTPBT04A – Oath for Executor PBTPBT04B – Oath for Administrator PBTPBT04C – Administration Bond PBTPBT04D – Charitable Bequest form PBTPBT04E – Memo to clerk to file (with Will) PBTPBT04F – Memo to clerk to file (no Will)	PBT05 – 7 Days
PBT05	Check whether Probate Office receipt on file	PBTPBT05A – Letter to Clients on receipt from Probate Office	PBT05 – 7 Days PBT07 – 8 Weeks
PBT07	Check whether Grant has issued		PBT07 – 2 Weeks PBT08 – 0 Now
PBT08	Notify Clients of issue of Grant, send out certified copies	PBTPBT08A – Letter to Clients on issue of Grant PBTPBT08B – Letter to Banks enc copy Grant PBTPBT08C – Letter to Financial Institutions enc copy Grant	PBT09 – 2 Weeks

PBT09	Check whether Funds received and send reminders	PBTPBT09A – Reminder Letter to Banks following Grant PBTPBT09B – Reminder Letter to Financial Institutions following Grant	PBT09 – 10 Days PBT10 – 0 Now
PBT10	Prepare Executors' Account and send to Clients for approval	PBTPBT10A – Letter to Client with Executors' Account and Tax Return PBTPBT10B – Executors' Account PBTPBT10C – Client Invoice	PBT11 – 7 Days
PBT11	Check whether Clients' approval of Executor a/c received		PBT11 – 7 Days PBT12 – 2 Days
PBT12	Pay Tax if applicable, distribute to Beneficiaries	PBTPBT12A – Letter to Beneficiaries discharging Moneys PBTPBT12B – Letter to Charitable Legatees with Legacies PBTPBT12C – Receipt for Legacy by Beneficiaries	PBT13 – 2 Weeks
PBT13	Check whether Receipts returned		PBT13 – 7 Days PBT14 – 0 Now PBT15 – 3 Days
PBT14	Initiate Property Transfer or Sale	PBTPBT14A – Memo re Transfer Sale of Property	PBT15 – 3 Days
PBT15	Check that Ledger is clear and Receipts on file		PBT16 – 3 Days
PBT16	Close file		

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[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

[CNT:Name]

[CNT:Address]

RE: The Estate of [CAN:Name.Deceased#01] late of [CAN:AddressSingle.Deceased#01]
DOD: [UDF:u.death.date]

Dear [CNT:Salut]

I write to you in connection with your recent attendance with [MAT:FeName] of our office. I thank you for having instructed [SYS:CON:Name] to act on your behalf in respect of the administration of the estate and hope that you will be satisfied with the service to be given to you by us.

I enclose herewith the following:

1. Copy Section 68 letter the original of which you signed at your original meeting.
2. I further enclose herewith Authority to Bank of Ireland which enables me to lodge any drafts/cheques on behalf of the Estate to our client account. I would be obliged if[SYS:iif(clip(LCN:CNameCon)=", ", ' both ')]you[SYS:iif(clip(LCN:CNameCon)=", ", ' and ')][LCN:CNameCon#01] would sign same and return it to me in early course so that I may lodge any funds received in the Estate to our client account.
3. Bereavement Grant Application Form, again I would be obliged if you would complete same to the best of your ability and return same to me in early course.

John talked you through the various stages that are involved in the Probate process and I will now confirm same in writing to you as follows:-

1. We collect in all the information in relation to the deceased including obtaining valuations of financial accounts, applying for a Bereavement Grant, examining the title documents and generally gathering in all information in relation to the deceased's estate.
2. We prepare the Inland Revenue Affidavit and Oath for Executor and all other Probate documents for filing in the High Court. We will arrange for you to attend in our office to sign these documents. We will file the documents in the Probate Office and discharge the Probate Office fees. This stage of the process can be quite complex and very often the Probate Office will raise queries in relation to the Will of the deceased. We will deal

with these queries and resolve everything to the satisfaction of the Probate Office. The Probate Office will then issue the Grant of Probate.

3. We will notify you that the Grant of Probate has issued. We will then send the Grant of Probate to the various financial institutions and arrange for you to sign the forms to enable us to collect in the monies. We will collect in all the monies and close off the various financial accounts. If there is a property involved we will seek your instructions at this stage to proceed with the sale/transfer of the property. We may seek these instructions sooner, depending on the urgency with which you wish to have the property sold/transferred.
4. When all the financial assets have been collected and the property sold, we then prepare an Executors Account which we send to you. The Executors Account outlines all the income and expenses that have been incurred in the estate. We send this document to you for approval and once you approve it we distribute the monies to the various beneficiaries.
5. If there is an inheritance tax liability for any beneficiary, we will prepare the Inheritance Tax Return and file it with the Revenue Commissioners and discharge the inheritance tax before paying out the benefit to the beneficiary. The reason we have to discharge the inheritance tax before we pay out the money is on account of the fact that the personal representatives are liable for the tax should the beneficiary fail to pay it. We arrange to discharge the tax so as to avoid you having this liability.
6. When all the expenses have been paid and monies paid out to the beneficiaries, we then wind up the estate.

In the meantime, I would be obliged if you could let me have the following:-

1. As you[SYS:iif(clip(LCN:CNameCon)=", ", 'and ')][LCN:CNameCon#01] are [SYS:iif(clip(LCN:CNameCon)=", 'Executor', 'both Executors')] in the Estate I am required by the Law Society to obtain copy photo identification (passport or licence) for [SYS:iif(clip(LCN:CNameCon)=", ", 'both of ')]you along with a copy utility bill confirming your address dated within the last 3 months and I would be obliged if you would let me have same;
2. Your PPS number;
3. The PPS number for your late [UDF:u.relationship]
4. A copy of the funeral bill when it comes to hand;
5. The original Death Certificate;
6. The Title Deeds to the property at [CAN:AddressSingle.Deceased#01]
7. Details of all beneficiaries in the Estate, to include names, addresses and PPS Numbers;
8. Any account books/statements or information you may have in your possession;

9. Was **the Deceased** in receipt of any Social Welfare payments?
10. Was **the Deceased** in receipt of payments under the Nursing Home Support Scheme?
11. Advise if you or any of the beneficiaries have received any prior inheritances. If so, I would be grateful if you could answer the following questions:
- (a) the date of the inheritance;
 - (b) the value of the inheritance; and
 - (c) the person from whom you received the inheritance.

I hope I have explained to you in some detail the process involved in administering an estate. The last issue is the issue of legal costs. In the past it has been the practice of solicitors to charge a percentage charge based on the value of the estate. The charge has been 2½%. We charge our fees based on the amount of time we spend working on the case. I estimate that your fees will be €[UDF:u.fees]. In addition to these fees there will be VAT at 23% plus Court fees which I currently estimate should not exceed €500. Please note that the fee quoted represents works to be carried out in relation to the administration of the Estate only and does not provide any works to be carried out in relation to the sale of [CAN:AddressSingle.Deceased#01].

I hope I have explained the position as regards costs to your satisfaction, but if you have any queries please contact me.

Kind regards,

Yours sincerely,

[MAT:FeName]
[SYS:CON:Name]

Email [MAT:FeEmail]
Encl.

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The Manager

[CAN:Name.Banks#01]

[CAN:Address.Banks#01]

**RE: The Estate of the late [CAN:Name.Deceased#01]
Late of [CAN:AddressSingle.Deceased#01]**

Dear [CAN:Salutation.Banks#01],

[SYS:iif(clip(LCN:CINameCon)=", 'T', 'We')], [CNT:Name] of
[CNT:LinearAddress][SYS:iif(clip(LCN:CINameCon)=", ", ' and ')]
[LCN:CINameCon#01][SYS:iif(clip(LCN:CINameCon)=", ", ' of ')][LCN:LinearAddress#01]
[SYS:iif(clip(LCN:CINameCon)=", 'am the personal representative', 'are the personal
representatives')] acting in the administration of the Estate of [CAN:Name.Deceased#01]
Deceased. [SYS:iif(clip(LCN:CINameCon)=", 'T', 'We')] have instructed the Firm of
[SYS:CON:Name] of [DIA:SingleAddress] to act as Solicitors for the purpose of administering the
Estate.

[SYS:iif(clip(LCN:CINameCon)=", 'T', 'We')] hereby authorise [MAT:FeName] to sign on
[SYS:iif(clip(LCN:CINameCon)=", 'my', 'our')] behalf any cheques that are received from the
accounts of the Deceased from any financial institution and to lodge these monies to the client
account.

Signed

[CNT:Name]

LETTER OF AUTHORITY

[CNT:Name]
[CNT:Address]

[CAN:Name.Solicitors#01]
[CAN:Address.Solicitors#01]

or

[CAN:Name.FinInst#01]
[CAN:Address.FinInst#01]

**Re: Property: [CAN:AddressSingle.Deceased#01]
 The Estate of [CAN:Name.Deceased#01]**

Dear Sirs,

[SYS:iif(clip(LCN:CNameCon)=", I, 'We')], [CNT:Name],
[CNT:LinearAddress][SYS:iif(clip(LCN:CNameCon)=", ", ' and '
)][LCN:CNameCon#01][SYS:iif(clip(LCN:CNameCon)=", ", ', ')][LCN:LinearAddress#01], hereby
irrevocably authorise the firm of [SYS:CON:Name], Solicitors to act on
[SYS:iif(clip(LCN:CNameCon)=", 'my', 'our')] behalf and [SYS:iif(clip(LCN:CNameCon)=", 'I', 'we'
)] hereby authorise [SYS:CON:Name] to take up the Title Deeds on Accountable Receipt for the
purpose of the sale/transfer of this property

Dated the day of 2013

SIGNED: _____
 [CNT:Name]

[SYS:iif(clip(LCN:CNameCon)=", ", 'SIGNED _____
 [LCN:CNameCon]')]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

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[CAN:Name.Beneficiary#??]

[CAN:Address.Beneficiary#??]

RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]

Dear [CAN:Salutation.Beneficiary#??]

We write to advise that we are acting in respect of the administration of the Estate of your late
[CAN:Name.Deceased#01] and would like to take this opportunity to express our
condolences to you.

In order for us to lodge the appropriate paperwork with the Revenue Commissioner and extract the
Grant we will require the following information from you:

1. Your PPS Number; if you have never had an Irish PPS Number allocated to you please
advise and we will furnish the documentation to you for signing to enable us apply for same
on your behalf;
2. Advise if you have received any prior inheritances. If so, I would be grateful if you could
answer the following questions:
 - (a) the date of the inheritance;
 - (b) the value of the inheritance; and
 - (c) the person from whom you received the inheritance.

We await hearing from you with the above information so that we may proceed with the
administration of the Estate.

Yours faithfully,

[SYS:CON:Name]

Email: [MAT:FeEmail]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

The Manager
Client Identity Services
Department of Social and Family Affairs
Shannon Lodge
Dublin Road
Carrick On Shannon
Leitrim

Fax 071 9672554

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]
PPS Number [UDF:DeceasedPPSNo]**

Dear Sirs,

We refer to the above matter and write to advise that we act in respect of the administration of the Estate of [CAN:Name.Deceased#01].

We enclose herewith copy Death Certificate for your attention.

We would be much obliged if you would let us have a note of the Deceased PPS Number in early course.

Yours faithfully,

[SYS:CON:Name]

EMAIL [MAT:FeEmail]

[MAT:Code]/[MAT:FeCode]

[DATE:TODAY]

Private & Confidential

[CNT:Name]

[CNT:Address]

RE: [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
[UDF:u.death.date]

Dear [CNT:Salut]

I refer to the above matter and to previous communications.

I note that on your late [UDF:u.relationship] Death Certificate Dementia is listed as a cause of death. As such the Probate Officer will request that I file an Affidavit from your [UDF:u.relationship]'s GP confirming that at the date of execution of the last Will your [UDF:u.relationship] was not suffering from Dementia was of sound mind and understanding.

I would therefore be much obliged if you would let me have the name and address of your late [UDF:u.relationship]'s attending GP circa [UDF:u.date.will] so that I may send correspondence and have an Affidavit of Mental Capacity executed.

I await hearing from you.

Yours sincerely,

[MAT:FeName]

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

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[CAN:Name.Banks#??]

[CAN:Address.Banks#??]

RE: [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]

Date of Death [UDF:u.death.date]

Account No: [CAN:SolRef.Banks#??]

Dear Sirs,

We refer to the above matter and to previous communications.

We enclose herewith Undertakers Invoice for your attention and would be much obliged if you would now release monies in discharge of same from the accounts held by the Deceased.

We await hearing from you.

Yours faithfully,

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

[CAN:Name.FinInst#??]

[CAN:Address.FinInst#??]

RE: [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]

Date of Death [UDF:u.death.date]

Account No: [CAN:SolRef.FinInst#??]

Dear Sirs,

We regret to inform you of the death of the above named. We **enclose** herewith copy death certificate. We note that the deceased held an account with you, and would be grateful if you would furnish us with the following information:

- (1) A certificate of balance on all accounts held by the above named deceased as at the date of death with your branch, together with interest.
- (2) A certificate of interest on the account
- (3) Please confirm that you do not hold any items in safe keeping on behalf of the deceased.
- (4) The withdrawal forms for signing by the personal representatives when the Grant of Probate issues.

We await hearing from you.

Yours faithfully,

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

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[CAN:Name.Banks#??]

[CAN:Address.Banks#??]

RE: [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]

Date of Death [UDF:u.death.date]

Account No: [CAN:SolRef.Banks#??]

Dear Sirs,

We regret to inform you of the death of the above named. We **enclose** herewith copy death certificate. We note that the deceased held an account with you, and would be grateful if you would furnish us with the following information:

- (1) A certificate of balance on all accounts held by the above named deceased as at the date of death with your branch, together with interest.
- (2) A certificate of interest on the account
- (3) Please confirm that you do not hold any items in safe keeping on behalf of the deceased.
- (4) The withdrawal forms for signing by the personal representatives when the Grant of Probate issues.

We await hearing from you.

Yours faithfully,

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

The Manager
Social Welfare Offices
The Department of Social Protection
College Road
Sligo

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]
PPS Number [UDF:DeceasedPPSNo]**

Dear Sirs,

We refer to the above matter and write to advise that we act in respect of the administration of the Estate of [CAN:Name.Deceased#01].

We would be much obliged if you would revert by return and confirm that the Department of Social Welfare have no claim against the Estate.

Yours faithfully,

[SYS:CON:Name]

EMAIL [MAT:FeEmail]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

The Manager
Social Welfare Offices
Bereavement Grant Department
College Road
Sligo

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]
PPS Number [UDF:DeceasedPPSNo]**

Dear Sirs,

We refer to the above matter and write to advise that we act in respect of the administration of the Estate of [CAN:Name.Deceased#01].

We enclose herewith the following:

1. Bereavement Grant Application Form
2. Copy Undertakers Invoice
3. Copy Death Certificate

We look forward to hearing from you.

Yours faithfully,

[SYS:CON:Name]

EMAIL [MAT:FeEmail]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

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[CAN:Name.UtilityCo#??]

[CAN:Address.UtilityCo#??]

**RE: The Estate of the late [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
Account Number [CAN:SolRef.UtilityCo#??]**

Dear Sirs,

We refer to the above matter.

We act in respect of the administration of the Estate of [CAN:Name.Deceased#01] and we would be much obliged if you would forward all future correspondence to us at the above address.

We confirm that we will discharge all monies due and owing to you on completion of the administration of the Estate.

Please keep the account open.

Yours faithfully,

[SYS:CON:Name]

Email [MAT:FeEmail]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

The Manager
The National Co-ordinating Unit
Nursing Home Support Scheme
Block 4
Central Business Park
Clonminch
Tullamore
Co Offaly

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]**

Dear Sirs,

We act in respect of the administration of the Estate of [CAN:Name.Deceased#01] Deceased and we enclose herewith copy Death Certificate for your attention.

We note that the Deceased was a member of the nursing home support scheme and we would be much obliged if you would revert by return to advise how much is due and owing to the Revenue in respect of same.

Yours faithfully,

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

The Manager
HSE Nursing Homes Support Office,
Oak. House,
Millennium Park,
Naas,
Co. Kildare

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]**

Dear Sirs,

We act in respect of the administration of the Estate of [CAN:Name.Deceased#01] Deceased and we enclose herewith copy Death Certificate for your attention.

We note that the Deceased was a member of the nursing home support scheme and we would be much obliged if you would revert by return to advise how much is due and owing to the Revenue in respect of same.

Yours faithfully,

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

The Manager
Client Identity Services
Department of Social and Family Affairs
Shannon Lodge
Dublin Road
Carrick On Shannon
Leitrim

Fax 071 9672554

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]
PPS Number [UDF:DeceasedPPSNo]**

Dear Sirs,

We refer to the above matter and write to advise that we act in respect of the administration of the Estate of [CAN:Name.Deceased#01].

We have been authorised and instructed to correspond with you on behalf of [CAN:Name.Beneficiary#??], [CAN:AddressSingle.Beneficiary#??], and beneficiary in the Estate in order to obtain a note of his/her PPS Number.

We would be much obliged if you would let us have a note of same by return.

Yours faithfully,

[SYS:CON:Name]

EMAIL [MAT:FeEmail]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

The Manager
Client Identity Services
Department of Social and Family Affairs
Shannon Lodge
Dublin Road
Carrick On Shannon
Leitrim

Fax 071 9672554

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]
PPS Number [UDF:DeceasedPPSNo]**

Dear Sirs,

We refer to the above matter and enclose herewith the following:

1. Reg 1 form
2. Application for PPS Number
3. Copy ID
4. Copy Utility Bill

We would be much obliged if you would now allocate a PPS Number to [CAN:Name.Beneficiary#??], [CAN:AddressSingle.Beneficiary#??] so that we may proceed with the administration of the Estate.

Yours faithfully,

[SYS:CON:Name]

EMAIL [MAT:FeEmail]

[MAT:Code]/[MAT:FeCode]/[MAT:Secretary]

[DATE:Today]

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[CAN:Name.Banks#??]

[CAN:Address.Banks#??]

**RE: [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
Date of Death [UDF:u.death.date]
Account No: [CAN:SolRef.Banks#??]**

Dear Sirs,

We refer to our letter of [MAT:LastAct] with which we enclosed a copy of the death certificate of [CAN:Name.Deceased#01] and requested certain information concerning the accounts which the deceased held with you. We should be grateful if you would kindly let us have the following:

- (1) A certificate of balance on all accounts held by the above named deceased as at the date of death with your branch, together with interest.
- (2) A certificate of interest on the account
- (3) Please confirm that you do not hold any items in safe keeping on behalf of the deceased.
- (4) The withdrawal forms for signing by the personal representatives when the Grant of Probate issues.

We await hearing from you.

Yours faithfully,

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

[CAN:Name.FinInst#??]

[CAN:Address.FinInst#??]

**RE: [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
Date of Death [UDF:u.death.date]
Account No: [CAN:SolRef.FinInst#??]**

Dear Sirs,

We refer to our letter of [MAT:LastAct] with which we enclosed a copy of the death certificate of [CAN:Name.Deceased#01] and requested certain information concerning the accounts which the deceased held with you. We should be grateful if you would kindly let us have the following:

- (1) A certificate of balance on all accounts held by the above named deceased as at the date of death with your branch, together with interest.
- (2) A certificate of interest on the account
- (3) Please confirm that you do not hold any items in safe keeping on behalf of the deceased.
- (4) The withdrawal forms for signing by the personal representatives when the Grant of Probate issues.

We await hearing from you.

Yours faithfully,

[SYS:CON:Name]

THE HIGH COURT
PROBATE
PROBATE OFFICE
AFFIDAVIT OF ATTESTING WITNESS

In the Estate of [CAN:Name.Deceased#01]
Late of [CAN:Address.Deceased#01]

I, [CAN:Name.Witnesses#01], [CAN:Occupation.Witnesses#01] previously of
[UDF:WitnessOldAddress] aged eighteen years and upwards make oath and say as follows:

I am one of the subscribing Witnesses to the last Will of the said [CAN:Name.Deceased#01],
[CAN:AddressSingle.Deceased#01], [CAN:Occupation.Deceased#01] Deceased and confirm that I
was in full time employment with [CAN:Name.Solicitors#??] Solicitors of
[CAN:AddressSingle.Solicitors#??] at the date of execution of the said Will.

The said Will bearing date the [UDF:u.date.will] and that the said Testatrix/Testator executed the
said Will on the day of the date thereof, by signing her/his name at the foot or end thereof as the
same now appears thereon in the presence of me and of [CAN:Name.Witnesses#02], the other
subscribed witness thereto both of us being present at the same time and we thereupon attested and
subscribed the said Will in the presence of the said Testatrix/Testator and of each other and I
further say that before the said Testatrix/Testator executed the said Will in manner aforesaid same
was truly audibly and distinctly read over to him/her by me and said Testatrix/Testator appeared
fully to understand the same and was at the time of the execution thereof of sound mind, memory
and understanding.

SWORN at [DIA:SingleAddress] this
day of 2013
by the said [CAN:Name.Witnesses#01]
before me a Commissioner for Oaths/
Practising Solicitor and I know
theDeponent.

.....
PRACTISING SOLICITOR /
COMMISSIONER FOR OATHS

THE HIGH COURT

PROBATE

PROBATE OFFICE

AFFIDAVIT OF MENTAL CAPACITY BY DOCTOR

In the Estate of [CAN:Name.Deceased#01]

Late of [CAN:Address.Deceased#01]

I [CAN:Name.Doctors#01], [CAN:AddressSingle.Doctors#01] General Practitioner, aged eighteen years and upwards **MAKE OATH** and say as follows:

I attended the above named [CAN:Name.Deceased#01] in my professional capacity for a period of _____ years between _____ and _____. I am informed and believe that [CAN:PersonPronoun.Deceased#01] made [CAN:PossPronoun.Deceased#01] last Will on the [UDF:u.date.will]. I am quite satisfied that [CAN:PersonPronoun.Deceased#01] was of sound disposing mind on that date and fully capable of making [CAN:PossPronoun.Deceased#01] Will.

SWORN at [DIA:SingleAddress]
this _____ day of _____ 2013
by the said [CAN:Name.Doctors#01]
before me a Commissioner for Oaths
/ Practising Solicitor and I know the
Deponent.

.....
PRACTISING SOLICITOR /
COMMISSIONER FOR OATHS

IN THE ESTATE OF [CAN:NAME.DECEASED#01]

AFFIDAVIT OF [LCN:CLNAMECON#??] RESERVING RIGHT TO ACT AS EXECUTOR

I, [LCN:CINameCon#??], [LCN:LinearAddress#??] HEREBY reserve the right to act as Executor in the Estate of [CAN:Name.Deceased#01] and I further say that I consent to my co
[SYS:iif(UDF('ClientPronoun')='SHE', 'Executrix', 'Executor')] [CNT:Name] acting as sole
[SYS:iif(UDF('ClientPronoun')='SHE', 'Executrix', 'Executor')] in the Estate

Signed this day of 2013

[LCN:CINameCon#??]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

[CAN:Name.Witnesses#01]

[CAN:Address.Witnesses#01]

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]**

Dear Sirs,

We refer to the above matter and write to advise that we act in respect of the administration of the Estate of [CAN:Name.Deceased#01].

We enclose herewith the following:

1. Copy Death Certificate for your attention.
2. Copy Will

We are now in the process of applying for a Grant of Probate in the Estate and the Probate Officer have requested that we file an Affidavit of Attesting Witness in the Estate. You might note from the copy Will attached that you were one of the attending witnesses on the day the Deceased executed the last Will and as such we would be much obliged if you would sign and return the attached Affidavit in early course.

We await hearing.

Yours faithfully,

[SYS:CON:Name]

EMAIL [MAT:FeEmail]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

[CAN:Name.Doctors#01]

[CAN:Address.Doctors#01]

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]**

Dear Sirs,

We refer to the above matter and write to advise that we act in respect of the administration of the Estate of [CAN:Name.Deceased#01].

We enclose herewith the following:

3. Copy Death Certificate for your attention.
4. Copy Will

We are now in the process of applying for a Grant of Probate in the Estate and the Probate Officer have requested that we file an Affidavit of Mental Capacity by the Deceased GP confirming that the Deceased was of sound mind at the date of the execution of the last Will and Testament.

We are advised by the Executor of the Estate that you attended the Deceased in or around the [UDF:u.date.will]" and we would be much obliged if you would sign and return the attached Affidavit in early course.

We await hearing.

Yours faithfully,

[SYS:CON:Name]

EMAIL [MAT:FeEmail]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

[LCN:CINameCon#??]

[LCN:Address#??]

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]**

Dear [LCN:ClSalute#??],

We refer to the above matter and write to advise that we act in respect of the administration of the Estate of [CAN:Name.Deceased#01].

We enclose herewith the following:

5. Copy Will

You might note from the copy Will attached that you have been appointed co Executor in the estate of [CAN:Name.Deceased#01].

We are instructed and advised by your co Executor [CNT:Name] that you do not wish to act as Executor and thus wish to reserve your right to act as Executor.

In that respect I have enclosed herewith an Affidavit reserving the right to act and I would be much obliged if you would sign same and return it in early course.

We await hearing.

Yours faithfully,

[SYS:CON:Name]

EMAIL [MAT:FeEmail]

The Probate Office

**This Affidavit is filed by Messrs. [SYS:CON:Name], Solicitors of [DIA:SingleAddress],
Solicitors for [CAN:Name.Deceased#01] Deceased this day of**

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THE HIGH COURT
PROBATE
OATH FOR ADMINISTRATOR
THE PROBATE OFFICE

IN THE ESTATE of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01], [CAN:Occupation.Deceased#01], [CAN:MaritalStatus.Deceased#01] Deceased.

[SYS:iif(clip(LCN:CNameCon)=", 'I', 'We')], [CNT:Name] of [CNT:LinearAddress][SYS:iif(clip(LCN:CNameCon)=", ", ' and ')][LCN:CNameCon#01][SYS:iif(clip(LCN:CNameCon)=", ", ' of ')][LCN:LinearAddress#01] aged 18 years and upwards make Oath and say that [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01], [CAN:Occupation.Deceased#01], died intestate a [CAN:MaritalStatus.Deceased#01] and that [SYS:iif(clip(LCN:CNameCon)=", 'I am', 'we are')] the lawful [UDF:PersRepRelation] of said Deceased and that [SYS:iif(clip(LCN:CNameCon)=", 'I', 'we')] will well and faithfully administer the Estate of said Deceased by paying [CAN:PossPronoun.Deceased#01] just debts and distributing the residue of said Estate according to law and that [SYS:iif(clip(LCN:CNameCon)=", 'I', 'we')] will exhibit a true inventory of the said Estate and render a true account thereof, whenever required by law so to do; that the said Deceased died at [UDF:u.place.death] on the [UDF:u.death.date] and that the whole of the Personal Estate of said Deceased amounts in value to the sum of [UDF:u.value.estate] ([UDF:u.value.estate]) and no more to the best of [SYS:iif(clip(LCN:CNameCon)=", 'my', 'our')] knowledge, information and belief and that there is no real estate of the said Deceased which devolves on and vests in [CAN:PossPronoun.Deceased#01] Legal Personal Representative.

SWORN by the said [CNT:Name] who is personally known to me at [DIA:SingleAddress] this day of 2013 before me a Commissioner for Oaths/Practising Solicitor and I know the Deponent.

**COMMISSIONER FOR OATHS/
PRACTISING SOLICITOR**

This Affidavit is filed by Messrs. [SYS:CON:Name], Solicitors of [DIA:SingleAddress], Solicitors for [CAN:Name.Deceased#01] DECEASED this day of 2013

THE PROBATE OFFICE

[SYS:iif(clip(LCN:CNameCon)=", 'T', 'We')], [CNT:Name] of [CNT:LinearAddress],
[CNT:Occupation][SYS:iif(clip(LCN:CNameCon)=", , ' and ')][LCN:CNameCon#01]
[SYS:iif(clip(LCN:CNameCon)=", , ' of ')][LCN:LinearAddress#01]
[SYS:iif(clip(LCN:CNameCon)=", 'am', 'are')] liable in full to pay to the President of the High
Court the sum of [UDF:u.value.estate] X 2 (€[UDF:WholeEstateVal]), for which payment
[SYS:iif(clip(LCN:CNameCon)=", 'T', 'we')] bind [SYS:iif(clip(LCN:CNameCon)=", 'myself and
my', 'ourselves and our')] Executors and Administrators.

Sealed with my seal and dated this day of 2013

The condition of this obligation is such that if the above named [CNT:Name][SYS:iif(clip(LCN:CNameCon)=", ", ' and ')][LCN:CNameCon#01], the lawful [UDF:PersRepRelation][SYS:iif(clip(LCN:CNameCon)=", ", ' respectively')] of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01], [CAN:Occupation.Deceased#01], [CAN:MaritalStatus.Deceased#01] Deceased and the intended [SYS:iif(clip(LCN:CNameCon)=", 'Administrator', 'Administrators')] of the Estate of the said Deceased do, when lawfully called on in that behalf, make or cause to be made a true inventory of the Estate of the said Deceased which has or shall come into [SYS:iif(clip(LCN:CNameCon)=", iif(UDF('ClientPronoun')='HER', 'her', iif(UDF('ClientPronoun')='HIS', 'his', 'its')) , 'their')] hands, possession or knowledge, or into the hands, possession or control of any other person for [SYS:iif(clip(LCN:CNameCon)=", iif(UDF('ClientPronoun')='HER', 'her', iif(UDF('ClientPronoun')='HIS', 'him', 'it')) , 'them')], do exhibit the said inventory or cause it to be exhibited in the Probate Office whenever required by law so to do; do well and truly administer the said Estate according to law, paying all the debts owed by the Deceased at the time of [CAN:PossPronoun.Deceased#01] death, all death duties payable in respect of the Estate of the deceased for which the personal representative is accountable and all income tax and surtax payable out of the estate, distributing all shares in the estate to those entitled by law thereto and as the law requires [SYS:iif(clip(LCN:CNameCon)=",

iif(UDF('ClientPronoun')='HER', 'her', iif(UDF('ClientPronoun')='HIS', 'him', 'it')) , 'them'); and further, make do, or cause to be made a true account of the said Administration whenever required by law so; and further do if so required render and deliver up the letters of administration in the High Court if it shall hereafter appear that any will was made by the Deceased which is exhibited in the said Court with a request that it be allowed and approved accordingly; then this obligation to be void and of no effect, but shall otherwise remain in full force and effect.

SIGNED, SEALED and DELIVERED

by the said [CNT:Name]

in the presence of:

[SYS:iif(clip(LCN:CINameCon)=" ",
'SIGNED, SEALED and DELIVERED by the
said ')][LCN:CINameCon#01]

[SYS:iif(clip(LCN:CINameCon)=" ", 'in the
presence of: ')]

**FORM TO BE COMPLETED FOR THE COMMISSIONERS OF CHARITABLE
DONATIONS AND BEEQUEST FOR IRELAND**

(Section 58 of the Charities Act, 1961
Section 52 of the Charities Act, 1961 as amended by
Section 16 of the Charities Act, 1973)

NOTE: This form must be completed and lodged in the Probate Office with application for Grant where a Testator or Testatrix has made charitable gifts in his/her Will.

NAME OF THE DECEASED: [CAN:Name.Deceased#01]

ADDRESS OF THE DECEASED: [CAN:AddressSingle.Deceased#01]

DATE OF DEATH: [UDF:u.death.date]

DATE OF WILL: [UDF:u.date.will]

DATE OF CODICIL (S) IF ANY:

NAME AND ADDRESS(ES) OF LEGAL PERSONAL REPRESENTATIVES:

[CNT:Name], [CNT:LinearAddress]

[LCN:CINameCon#01], [LCN:LinearAddress#01]

CHARITABLE BEQUEST (S)

(Set out exact wording of bequest(s). Type or print Block Capitals. Please annex extra page(s)
if required)

We certify that the foregoing is/are a true copy of the charitable bequest(s) of the said
Testator(rix)

Signed:

For Official use only
Date of Grant: -

MEMO TO

From: [MAT:FeName]
Re: [CNT:Name]
[CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
Date [DATE:TODAY]
Ref: [MAT:Code]/[MAT:FeCode]

I enclose herewith the following:

1. Inland Revenue Affidavit in duplicate
2. Oath for Executor
3. Copy Oath for Executor
4. Original Will
5. Certified copy Will
6. Original Death Certificate
7. Copy Death Certificate
8. *Certificate of Valuation on property*
9. *Affidavit of Attesting Witness*
10. *Affidavit of Mental Capacity*
11. Cheque for fees in the sum of €

Please bespeak two copy Grants also.

[MAT:FeName]
[SYS:CON:Name]

MEMO TO

From: [MAT:FeName]
Re: [CNT:Name]
[CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
Date [DATE:TODAY]
Ref: [MAT:Code]/[MAT:FeCode]

I enclose herewith the following:

12. Inland Revenue Affidavit in duplicate
13. Oath for Administrator
14. Copy Oath for Administrator
15. Administration Bond
16. Copy Administration Bond
17. Original Death Certificate
18. Copy Death Certificate
19. *Certificate of Valuation on property*
20. *Affidavit of Testamentary Capacity*
21. *Affidavit of Mental Capacity*
22. Cheque for fees in the sum of €

Please bespeak two copy Grants also.

[MAT:FeName]
[SYS:CON:Name]

Where the net value of the estate exceeds €300,000.00 :-

(i) for the first €300,000.00, a fee of €303.00 is payable

and

(ii) for every €31,250.00 or fraction thereof by which the value exceeds €300,000.00 a further fee of €12.00

e.g.

€331,250.00 (€315.00)

Total Estate €2,241,204.00

First €300,000.00	€303.00
--------------------------	----------------

Balance of 1,941,204.00 divided by €31,250.00 =62.11 so say 63 63 x €12.00	€756.00
---	----------------

Fee for certified copies	€24.00
---------------------------------	---------------

Total DMD	€1,083.00
------------------	------------------

[MAT:Code]/[MAT:FeCode]

[DATE:TODAY]

Private & Confidential

[CNT:Name]

[CNT:Address]

RE: [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]

Dear [CNT:Salut]

I refer to the above matter and to previous communications.

I confirm I have this day received the receipt from the Probate Officer confirming that our application has been accepted and that no queries arise.

I hope to be in receipt of the Grant within 8–12 weeks from the date hereof and I will contact you further once I have same to hand.

I hope this correspondence finds you well.

Kindest regards and best wishes,

Yours sincerely,

[MAT:FeName]

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:TODAY]

Private & Confidential

[CNT:Name]

[CNT:Address]

**RE: [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DATE OF DEATH: [UDF:u.death.date]**

Dear [CNT:Salut]

I refer to the above matter and to previous communications.

I confirm I have this day received the Grant of Probate back from the Probate Officer and have now furnished certified copies of same to the various financial institutions in order to close off the accounts and draw down funds.

I will contact you further once I am in receipt of monies.

Kindest regards and best wishes,

Yours sincerely,

[MAT:FeName]

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[CAN:SolRef.Banks#@&]

[DATE:TODAY]

Private & Confidential

[CAN:Name.Banks#??]

[CAN:Address.Banks#??]

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]
Accounts [CAN:SolRef.Banks#??]**

Dear Sirs,

We refer to the above matter and to previous communications.

We enclose herewith the following:

1. Certified copy Grant of Probate
2. Certified copy Death Certificate
3. Withdrawal form in duplicate
4. Copy ID and Utility bill of the Executors

We further confirm that the signature appended to the withdrawal forms is that of the person entitled to draw down funds.

We await hearing from you.

Yours faithfully,

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[CAN:SolRef.FinInst#@&]

[DATE:TODAY]

Private & Confidential

[CAN:Name.FinInst#??]

[CAN:Address.FinInst#??]

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]
Accounts [CAN:SolRef.FinInst#??]**

Dear Sirs,

We refer to the above matter and to previous communications.

We enclose herewith the following:

5. Certified copy Grant of Probate
6. Certified copy Death Certificate
7. Withdrawal form in duplicate
8. Copy ID and Utility bill of the Executors

We further confirm that the signature appended to the withdrawal forms is that of the person entitled to draw down funds.

We await hearing from you.

Yours faithfully,

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

[CAN:Name.Banks#??]

[CAN:Address.Banks#??]

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]
Account [CAN:SolRef.Banks#??]**

Dear Sirs,

We refer to the above matter and to previous communications ending with our correspondence to you dated the [UDF:CorrespondenceDate] copy enclosed.

We note we have not received a response from you and we would be much obliged if you would revert in early course.

Yours faithfully,

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

[CAN:Name.FinInst#??]

[CAN:Address.FinInst#??]

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]
Account [CAN:SolRef.FinInst#??]**

Dear Sirs,

We refer to the above matter and to previous communications ending with our correspondence to you dated the [UDF:CorrespondenceDate] copy enclosed.

We note we have not received a response from you and we would be much obliged if you would revert in early course.

Yours faithfully,

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

[CNT:Name]

[CNT:Address]

RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]

Dear [CNT:Salut]

I refer to the above matter and to previous communications.

I now enclose herewith the following:

1. Executors Account
2. Inheritance Tax Return

I would be much obliged if you would sign the attached tax return and return same to me. I can then discharge the monies to the Revenue and upon receipt from the Revenue I can then discharge your inheritance to you.

You might also confirm that the Executors Account is in order with you.

I look forward to hearing from you and hope this correspondence finds you well.

Yours sincerely,

[MAT:FeName]

[SYS:CON:Name]

[CAN:Name.Deceased#01] DECEASED

EXECUTORS ACCOUNT

Income:

€

Expenses:

[SYS:CON:Name], fees

BALANCE FOR DISTRIBUTION: €

Dated this

Signed:

[SYS:CON:Name]
Solicitors
[DIA:Address]

Funeral Expenses?

INVOICE

Invoice No:

[CNT:Name][SYS:iif(clip(LCN:CINameCon)=", ", ' and ')][LCN:CINameCon#01]

Executor in the Estate

To

[SYS:CON:Name]

Re: The Estate of [CAN:Name.Deceased#01]

PROFESSIONAL FEES for all work done in relation to the administration of the Estate of [CAN:Name.Deceased#01] Deceased to include the following -

Taking initial instructions from the Executors, correspondence to various financial institutions advising we act in the Estate and seeking balancing statements, letter to various utility companies advising we act in the Estate and to send future Invoices to us,

further correspondence to the beneficiaries updating them on the administration,

correspondence to client identity services seeking PPS Number for the Deceased,

correspondence to Social Welfare re arrears on pension, application for Bereavement Grant,

correspondence with beneficiaries advising PPS numbers would need to be applied for, sending documentation for execution to all beneficiaries, receiving application forms and filing same with Department of Social Welfare in order to obtain PPS Numbers, receiving correspondence from , correspondence to [CAN:Name.Banks#??] seeking payment of Undertakers Invoice,

receiving monies from Social Welfare re arrears of pension, receiving bereavement grant, receiving monies from [CAN:Name.Banks#??] payable to ,

preparing Inland Revenue Affidavit, Oath for Executor and attending on Executor to sign same, filing said documentation with the Probate Officer

in order to apply for the Grant of Probate,
 receiving receipt from the Probate Officer advising
 our application has been successful and no further
 queries arise, filing letter of expedite in order to
 have the matter pushed through as the property is
 now sale agreed, receiving Grant of Probate back
 from the Probate officer, issuing certified copies of
 same to various financial institutions, receiving
 monies

For all the foregoing and for all advice's,
 consultations and attendance's an inclusive fee of

€

V.A.T. @ 23%

€

Section 1.01

Probate Officer fees

Lawlink re copy folio and map

Commissioners fees.

OUTLAY NOT SUBJECT TO VAT

€

€

€

€

Total:

€

Dated this day of 2013

Signed _____

[SYS:CON:Name]

Solicitors

[DIA:Address]

VAT No:

(i) **REF: [MAT:Code]/[MAT:FeCode]**

(ii)

TO: [CNT:Name]

[CNT:Address]

[SYS:iif(clip(LCN:CINameCon)=" ", 'and')]

[LCN:CINameCon#01]

[LCN:Address#01]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

[CAN:Name.Beneficiary#??]

[CAN:Address.Beneficiary#??]

RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]

Dear [CAN:Salutation.Beneficiary#??]

We act in respect of the administration of the Estate of your late , [CAN:Name.Deceased#01]

We now enclose herewith the following

1. Cheque in the sum of € representing the bequest left to you in the last Will and Testament
2. Receipt of Legacy

Please sign the receipt and return same at your earliest convenience.

We await hearing from you.

Yours faithfully,

[SYS:CON:Name]

[MAT:Code]/[MAT:FeCode]

[DATE:Today]

Private & Confidential

[CAN:Name.CharityOrg#??]

[CAN:Address.CharityOrg#??]

**RE: The Estate of [CAN:Name.Deceased#01], [CAN:AddressSingle.Deceased#01]
DOD [UDF:u.death.date]**

Dear Sirs,

We act in respect of the administration of the Estate of [CAN:Name.Deceased#01] Deceased.

We enclose herewith cheque in the sum of € in respect of the bequest left to your organisation in this last Will and Testament.

We would be much obliged if you would acknowledge receipt of same.

Yours faithfully,

[SYS:CON:Name]

IN THE ESTATE OF [CAN:NAME.DECEASED#01] DECEASED

RECEIPT FOR LEGACY

I, [CAN:Name.Beneficiary#@&], [CAN:AddressSingle.Beneficiary#@&] **HEREBY**
ACKNOWLEDGE receipt of cheque in the sum of € from [SYS:CON:Name], Solicitors,
[DIA:SingleAddress] in full settlement of the bequest made to me in the Estate of
[CAN:Name.Deceased#01] Deceased

Dated this day of 2013

Signed: _____
 [CAN:Name.Beneficiary#@&]

MEMO TO

From: [MAT:FeName]
Re: [CNT:NAME][SYS:iif(clip(LCN:CINameCon)=", ",
' and ')] [LCN:NAME#01]
The administration of the Estate of [CAN:Name.Deceased#01],
[CAN:AddressSingle.Deceased#01]
Date [DATE:Today]
Ref: [MAT:Code]/[MAT:FeCode]

I enclose herewith the following:

1. Title Deeds
2. Certified copy Grant of Probate
3. Copy Grant with Will
4. Death Certificate (copy)
5. Copy ID and documentation of clients

Can you please now transfer the property as per the last Will.

Thanks

[MAT:FeName]
[SYS:CON:Name]