

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ *
MERGEFORMAT }

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD
FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }" "{ MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_CO" }
{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }"
{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }

**Estate of { MERGEFIELD "LINKNAME_FORENAME 1" } { MERGEFIELD
"LINKNAME_SURNAME 1" }**

I am pleased to enclose draft Estate Accounts for your approval, together with a copy of the accounts for you to retain for your records.

The accounts are set out as follows:

1. Narrative
This provides a summary of the provisions of the Will or if there is no Will then the legal rules governing the estate.
2. Balance Sheet
This gives a summary of the amounts still due to the residuary beneficiaries and shows how much of this is held in the executor's deposit account at { MERGEFIELD PRACTICEINFO_PRACTICE_NAME } and how much (if any) is represented by estate assets still to be realised.
3. Capital Account Part 1
This sets out the value of the assets and liabilities as at the date of death that we submitted for probate purposes. It is identical to the schedule sent to you with the draft probate papers.
4. Amendments

This gives details of any amendments to the assets and liabilities as at the date of death. This could be due to additional assets or liabilities that we were not aware of when we applied for probate or errors in the original figures.

5. Capital Account Part 2

This shows how the capital value of the estate has changed since the date of death. It includes details of any loss or gain on the sale of any house or investments, details of any liabilities that have arisen after the date of death and the various costs and expenses incurred in administering the estate.

6. Income Account

This shows the income that has been received into the estate after the date of death. It includes interest on bank accounts and any life policies, dividends and interest received on the money held in the executor's account at { MERGEFIELD PRACTICEINFO_PRACTICE_NAME }. If the deposit account has not yet been closed, then there will be a small amount of additional interest to be added, which will result in a small increase in the amounts due to the residuary beneficiaries shown in the Balance Sheet. The Income Accounts also gives details of any tax paid to the Inland Revenue on any taxable interest that has been received gross.

7. Distribution Account

This shows the value of the residuary estate, by combining the net capital brought forward from the Capital Account Part 2 and the net income brought forward from the Income Account. It then gives details of payments or transfers of assets already made to the residuary beneficiaries and the balance due to each of them.

I also enclose a final invoice for this firm's costs, which you will see is included in Capital Account Part 2 as a capital expense.

Please let me know if you have any queries concerning the Estate Accounts. If approved, I should be grateful if you could sign and return the accounts. I will then be in a position to finalise the administration of the Estate.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }