

Dear Sir,
I am writing to you regarding the matter of the late Mr. John Doe, who passed away on the 15th of last month. I am the executor of his will and I am writing to you to inform you of the details of the estate and to request your assistance in the matter.

Yours faithfully,
John Doe

The late Mr. John Doe was a resident of 123 Main Street, New York, NY 10001. He was a member of the American Bar Association and a practicing attorney for over 20 years. He was married to Jane Doe, who passed away in 2010. They had two children, a son and a daughter, both of whom are currently residing in New York.

Mr. Doe's will was executed on the 1st of last month and named me as the executor. The will provides for the distribution of the estate to my children, with the son receiving 50% and the daughter receiving 50%. I am writing to you to request your assistance in the matter of the estate and to request that you provide me with a copy of the will and any other documents that you may have in your possession.

I am enclosing a copy of the will and a copy of the death certificate for your information. I am also enclosing a copy of the letter of appointment as executor. I am writing to you to request that you provide me with a copy of the will and any other documents that you may have in your possession.

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