

SPECIAL LETTER OF INSTRUCTIONS

Dear Trustee(s) and Family:

My Letter of Instructions will guide you in the closing of my affairs. I trust that it will also avoid any disputes which may arise among you regarding my various personal belongings. I intend for my directions to be followed, and hope that you will do everything in you power to see that my wishes are carried out. The following will assist you.

- (A) **Notifications.** The persons and institutions listed on Exhibit "A" should be notified of my death.

- (B) **Personal Documents.** The location of my important papers are listed on Exhibit "B".

- (C) **Credit Cards.** The credit cards listed on Exhibit "C" should be immediately cancelled.

- (D) **Personal Effects.** My wishes in respect to my personal effect can be found on Exhibit "D".

Please do all you can to help each other and make my passing as easy as possible. I want this letter to be helpful in closing any loose ends. Always be kind to each other and do all in your power to make your lives as fruitful and caring as you can.

With all my love,

Dated: _____

EXHIBIT "B"

PERSONAL DOCUMENTS

To My Family: All personal documents such as my birth certificate, marriage certificate, military papers, gran deeds, homeowner records, insurance policies, pink slips to motor vehicles, and the like can be found at my home or in my safe deposit box as follows:

At home you find the following:

My safe deposit box number _____ is located at the following bank:

Bank Name: _____

Address: _____

In my safe deposit box you will find:

EXHIBIT "D"
SPECIAL GIFTS

Trustee, you are instructed to distribute the following specific gifts:

RECIPIENT	RELATIONSHIP	GIFT
_____	_____	_____ _____
_____	_____	_____ _____
_____	_____	_____ _____
_____	_____	_____ _____
_____	_____	_____ _____
_____	_____	_____ _____
_____	_____	_____ _____
_____	_____	_____ _____
_____	_____	_____ _____
_____	_____	_____ _____

Dated: _____

Signed: _____