

[Your Name/Attorney Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

Clerk of the Court
[Name of Probate Court]
[Address]
[City, State, Zip Code]

RE: Notice of Settlement

Estate of: [Name of Deceased]
Case Number: [Insert Case Number]

To the Honorable Clerk of the Probate Court:

Please take notice that the parties in the above-referenced matter have reached a full and final settlement of all claims and issues currently pending before this Court.

The parties are currently in the process of drafting and executing the formal settlement agreement and any necessary closing documents. We anticipate filing a [Stipulation for Dismissal / Final Accounting / Petition for Distribution] within [Number] days.

Accordingly, the parties respectfully request that the Court [vacate all upcoming hearing dates / stay proceedings] pending the filing of the final dismissal or closing paperwork.

Thank you for your attention to this matter.

Respectfully submitted,

[Signature]
[Printed Name]
[Title, e.g., Executor or Attorney for the Estate]

cc: [Name of Opposing Counsel or Interested Parties]
[Name of Co-Executor, if applicable]