

[Your Law Firm Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

**RE: SECOND NOTICE - OUTSTANDING ESTATE PLANNING DOCUMENTATION**

Dear [Client Name],

We are writing to follow up on our previous correspondence dated [Date of First Letter] regarding your estate planning matters. According to our records, we have yet to receive the necessary information or signed documents required to finalize your [Will / Trust / Power of Attorney].

Currently, the following items remain outstanding:

- [Item 1: e.g., Completed Information Questionnaire]
- [Item 2: e.g., Review of Draft Documents]
- [Item 3: e.g., Scheduled Signing Appointment]

Please be advised that your estate plan is not legally effective until all documents are properly executed. Delaying this process may result in your assets not being distributed according to your wishes in the event of an emergency.

If you have already sent these materials, please disregard this notice. Otherwise, please contact our office at [Phone Number] or via email at [Email] by [Date] to provide the missing information or to schedule your final appointment.

We look forward to helping you complete your estate plan.

Sincerely,

[Your Name]  
[Title]  
[Your Law Firm Name]