

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

[Date]

[Probate Referee Name]
[Address]
[City, State, Zip Code]

RE: Estate of [Deceased Full Name]
Court Case Number: [Case Number]
Subject: Supplemental Letter of Instruction

Dear [Referee Last Name],

Enclosed please find **Inventory and Appraisal (Supplemental No. [Number])** regarding the above-referenced estate.

This supplemental filing is being submitted to address the following:

- [Option A: Assets discovered after the original filing.]
- [Option B: Correcting a legal description or valuation from a prior attachment.]
- [Option C: Appraising a partial interest previously omitted.]

Specifically, I have included supporting documentation for the following items listed on Attachment 2:

- [List Item 1: e.g., Real property address and APN]
- [List Item 2: e.g., Brokerage account statement as of Date of Death]
- [List Item 3: e.g., Business interest or partnership details]

Please provide your appraisal for these items and return the signed original Inventory and Appraisal form to my office at your earliest convenience. A check for your statutory fee and expenses will be issued upon receipt of your invoice.

Thank you for your assistance in this matter. If you require further information, please contact me directly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title: e.g., Executor / Administrator / Attorney for Personal Representative]

Enclosures:

1. Inventory and Appraisal (Supplemental) - Form DE-160/DE-161
2. Attachment 2
3. [Supporting documents/deeds/statements]