

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Probate Referee Name]

[Address]

[City, State, Zip Code]

RE: Estate of [Deceased's Full Name]

Case Number: [Court Case Number]

Subject: Instructions for Appraisal of Promissory Notes

Dear [Referee Name],

Enclosed please find the Inventory and Appraisal (Form DE-160) regarding the above-referenced estate. We are requesting your appraisal of the following promissory note(s) included in Attachment 2:

Promissory Note Details:

- **Maker/Debtor:** [Name of person who owes the money]
- **Payee:** [Deceased's Name]
- **Date of Note:** [Date note was signed]
- **Original Principal Amount:** \$[Amount]
- **Unpaid Principal Balance at Date of Death:** \$[Amount]
- **Accrued Interest at Date of Death:** \$[Amount]
- **Interest Rate:** [Percentage]%
- **Maturity Date:** [Date]

Enclosed Documentation:

- Copy of the executed Promissory Note.
- Copy of the Deed of Trust (if the note is secured by real property).
- Payment ledger or schedule of payments received prior to the date of death.
- [List any other relevant documents, e.g., offset claims or evidence of insolvency].

Please provide your valuation of these assets as of the date of death, which was [Date of Death].

If you require any additional information or documentation to complete your appraisal, please contact our office at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title: e.g., Executor / Attorney for the Personal Representative]