

# Letter of Instruction

**My full name is** \_\_\_\_\_.

**I was born on the** \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**I was born at** \_\_\_\_\_.

**My Social Security Account Number is** \_\_\_\_\_.

**Today's date is** \_\_\_\_\_.

**1. Upon my death, please contact the following persons:** (List names, addresses, and telephone numbers, especially of all persons identified in your Will.)

**2. My important papers, identified here, are located at the following locations:** (List type of record and location for all important documents, including: Wills, living wills, powers of attorney, birth, marriage, divorce, and death certificates, insurance policies, income tax documents, automobile records (titles and loan information), real estate records (deeds and loan information), other long-term debts, savings bonds, stocks or other investments, military records, court documents and judgments, and others.)

**3. I own the following property:** (List your significant property assets, or include an inventory.)

**4. I have the following accounts:** (List bank or finance company name, address, and account number, including safe deposit boxes.)

**5. My funeral arrangement preferences are as follows:** (Indicate your burial and service preferences.)

6. **My family lawyer is:** (List name, address, telephone number.) Denise D. Nordheimer, Esquire, 521 West Street, Wilmington, Delaware, 19801. (302) 655-4500

7. **My safe deposit box key is located at:** (List location. If you do not have a safe deposit box, so state.)

8. **These are my credit and other accounts:** (List names, addresses, and account number of each creditor.)

9. **My original will is located at:**

10. **My estate can expect to receive survivor benefits from the following employers and agencies:** (List all benefits (survivor, pay), the name of the provider, and address of provider.)

11. **In accordance with the paragraph in my will concerning a separate writing regarding tangible personal property, my directions to my personal representative concerning disposition of my assets are as follows:** (Indicate your desire for disposing your assets *other than real property (land and buildings), cash and money accounts.*)

12. **Additional information:** (List any other information you desire.)

Signed:

Date letter signed: \_\_\_\_\_