

KENNETH VERCAMMEN & ASSOCIATES, PC Document hosted at JDSUPRA™
http://www.jdsupra.com/post/documentViewer.aspx?fid=3dc32795-28ec-4325-83df-8b4b0ca091ac
ATTORNEY AT LAW

2053 Woodbridge Ave.
Edison, NJ 08817
(Phone) 732-572-0500
(Fax) 732-572-0030

Personal Injury Dept: 732-572-0024
website: www.njlaws.com

Date

Name
Address

Re: Last Will and Testament

Dear _____:

I am writing this letter to you in order to give you and all my clients several important reminders regarding your Will and things related to it. I am doing this in order for you to have a permanent record of the contents of this letter and also that you may refer to this letter from time to time in the future in order to refresh your memory of them. Please be sure, therefore, to keep this letter with your copy of your Will.

We have given you the Original signed Will to take home. Based on a Supreme Court ruling, we no longer keep original Wills in our office. We keep a copy. Please advise your Executors where the original Will is going to be stored. Additionally, please provide your Executor with our business card and instruct your Executor to contact us prior to going to the Surrogate's Office or probating a Will. We recommend you make copies of your Will and give the copies to your Executor and family. If you have a Living Will, please be sure to give a copy to your doctor.

If you ever want to discuss your Will with me, I will be happy to do this with you at any time after scheduling an appointment.

I recommend that you review your Will periodically in order to keep it up-to date regarding changes in your family, your property, your wishes, and the law. I suggest that approximately five (5) years from the present time, you contact my office and schedule an appointment again so that we can review your Will together.

Please do not let this periodic review program prevent you from considering the making of a change in your Will at any earlier date. Changes should be made whenever you believe such changes are necessary. A person's family, property and wishes may change over the years and for these and other reasons you should re-examine your will from time to time in order to make sure that it will carry out your present wishes.

I caution you against making any marks upon your original Will because this can lead to a Will contest. If you want to make a change in your Will, please come back to my office and we will either make a Codicil (a short addition) to your Will or a new Will depending upon your needs and wishes.

In the event that a death occurs in your family, may I suggest that you contact my office immediately in order to determine what, if anything, must be done in order to settle

that person's estate. I also suggest that you instruct your Executor and the members of your family to contact my office immediately, in the event of your death, in order to determine what, if anything, must be done to settle your estate.

It has been a pleasure handling your legal affairs. If I can be of any help to you in the future, please be sure to call on me again. Thank you again for allowing my office to be of service to you. We hope you are satisfied with the services performed by my office. The file is now closed.

We look forward to helping you and your family in the future. If you have any suggestions for the improvement of my Will and estate planning services, please let me know what they are. I would be happy to receive them. I am always looking for ways to improve my services. To improve our service to clients, we hope you can fill out the enclosed Client Questionnaire and return it to our office in the stamped, self-addressed envelope.

We welcome additional business and accept referrals for:

- 1) Personal Injury- Car Accidents
- 2) Municipal Court, Traffic Tickets and DWI.
- 3) Wills, Power of Attorney, Living Wills and Estate Planning.
- 4) Criminal cases
- 5) Probate/ Administration of Estates
- 6) Injuries caused by Fall downs
- 7) Civil Litigation for cases over \$10,000.

Again, thank you for thinking of us. We shall do our best to justify your recommendation. If I can be of further service to you, please do not hesitate to contact me.

Very truly yours,

KENNETH A. VERCAMMEN

KAV/
Enclosure: Client Questionnaire, Stamped Envelope