

**MICHAEL A. KOENECKE**

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December 5, 2019

MRGCMND(FIELD(Creditor))

FIELD(Street)

FIELD(CityStateZip))

re: Estate of FIELD(Principal), Deceased; Cause No. FIELD(Cause Number)

Probate Court No. FIELD(Court Number) of Dallas County, Texas

Your Client:

Account No. MRGCMND(FIELD(Account))

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Dear Sir or Madam:

I represent FIELD(Applicant), who was issued FIELD(DocTitle) on FIELD(Date Admitted) in the above-referenced case, in which court the matter is pending. Administration of the estate has commenced.

It appears that you may own a claim for money against the estate based on the account number referenced above. This letter is to notify you pursuant to the provisions of Section 308.054 of the Texas Estates Code that you are required to present the claim, prepared in accordance with the provisions of the Texas Estates Code, to the FIELD(PRTitle) in writing prior to the expiration of 121 days from the date of your receipt of this notice. If your claim is not received within this time, your claim will be barred, if it is not otherwise barred by the general statutes of limitation.

Your claim may only be effectively presented by one of the methods prescribed by Section 403.056 of the Texas Estates Code. Your claim should be addressed in care of the undersigned representative's attorney and may be presented at the address listed above. Thank you for your attention to this matter.

Sincerely yours,

Michael A. Koenecke

*Sent by Certified Mail, Return Receipt Requested, No. [NUMBER]*

c: [CLIENT]