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Thank you again for entrusting me with your estate planning matter. As the draft instruments are satisfactory to you, they will be formally executed at our meeting. The trust instrument, the advance healthcare directive, and the powers of attorney will all be notarized. Your will must be witnessed.

The trust instrument will be executed first, in the presence of a notary. The other instruments may then be executed in any order.

The will must be executed, according to the following procedure. **Please execute the will document as soon as possible.** You and two witnesses (who should both be adults who are not related to you or named as beneficiaries or fiduciaries in your will or trust) all should meet at the same time. You should tell them that these instruments are your will, that you know the contents, and that you would like them to act as witnesses. You should then sign the will **in their presence**, filling in the date and place of execution, on the lines indicated.

After you have executed your will, you should request the witnesses to both sign and print their names, and fill in the blanks for their addresses and the date and place of execution, on the lines indicated, in your presence and the presence of the other.

We will execute the trust instrument, the advance healthcare directive, and the powers of attorney during our meeting. Once you have executed the will, please return it to me for processing. Then, I will gather the documents, and organize them and place them into a binder.