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**LETTER**  
**OF**  
**INSTRUCTION**

1. FUNDS DUE FROM EMPLOYER
  1. LIFE INSURANCE
  2. PROFIT SHARING
  3. ACCIDENT INSURANCE
  4. INSURANCE COMPANY
  5. SOCIAL SECURITY
  6. VETERANS ADMINISTRATION
  
2. NOTIFICATION
  1. EMPLOYER
  2. ORGANIZATIONS
  3. FRIENDS
  4. RELATIVES
  5. LAWYER
  6. FUNERAL DIRECTOR
  7. SOCIAL SECURITY OFFICE
  8. INSURANCE COMPANY
  9. BANKS
  10. ACCOUNTANT
  
3. LOCATION
  1. WILL
  2. BIRTH CERTIFICATE
  3. DIPLOMA
  4. MARRIAGE CERTIFICATE



- 6.** PURCHASE RECEIPTS
7. HOUSE AND CAR FACTS
  1. STATEMENT OF CLOSING
  2. NAME OF LAWYER
  3. CERTIFICATE OF TITLE
  4. INSURANCE
  5. DEED
  6. LAND SURVEY
  7. MORTGAGE INFORMATION
  8. LEASE DATA
  9. HOUSE TAX RECEIPTS
  10. FACTS NEEDED TO SELL
  11. ITEMIZED HOME IMPROVEMENT
  12. MAKE OF CAR
  13. MODEL OF CAR
  14. IDENTIFICATION NUMBER
  - 15.** OWNERSHIP
8. SPECIAL WISHES