

## Template: Letter of Instruction to My Executor Regarding Funeral Plans

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**To:** The Executor of my Will

**From:** [Your Name]

**Date:** \_\_\_\_\_

**Subject: URGENT – My Funeral Plans and Financial Arrangements**

Dear Executor,

This letter contains my urgent instructions regarding my funeral. I have taken the time to document my wishes and make financial arrangements to ease the burden on my family during this difficult time.

Please do not make any arrangements until you have reviewed the following documents.

1. **My Funeral Wishes:** I have prepared a detailed guide called '**My Funeral Wishes & Preferences**'. It outlines everything from my choice of burial or cremation to the music I would like played. This document will tell you exactly what I want for my farewell.
2. **My Financial Plan:** I have also prepared a '**My Funeral Financial Plan**'. This document explains how I have set aside funds to cover all associated costs. Please use these designated funds for my funeral expenses.

**Location of these Documents:** You can find both of these completed documents located with my Will at: [e.g., My home safe, with my solicitor [Solicitor's Name], in my Will Safe deposit box at NSW Trustee & Guardian]

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Thank you for your love and care in carrying out my final wishes. It means the world to me.

Sincerely,

[Signed]

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