

Sample Codicil Request Letter

CODICIL TO LAST WILL AND TESTAMENT

A Codicil is a legal document that modifies an existing Will without requiring you to rewrite the entire Will. This sample can be customized with the help of your attorney.

I, _____ [Donor Name], residing at _____, declare this to be the _____ [First, Second, etc.] Codicil to my Last Will and Testament, dated _____ [Date of Original Will].

FIRST:

I hereby amend my Last Will and Testament by adding the following provision:

(Select and complete ONE of the options below according to your gift preference)

Option A — Specific Cash Bequest: "I give, devise, and bequeath the sum of \$_____ to Sikh Dharma International, a non-profit organization located in Espanola, New Mexico, Tax ID / EIN: 23-7268751, to be used for its general exempt purposes."

Option B — Percentage Bequest: "I give, devise, and bequeath _____% of my total estate to Sikh Dharma International, a non-profit organization located in Espanola, New Mexico, Tax ID / EIN: 23-7268751, to be used for its general exempt purposes."

Option C — Residuary Gift: "I give, devise, and bequeath _____% of the residue of my estate to Sikh Dharma International, a non-profit organization located in Espanola, New Mexico, Tax ID / EIN: 23-7268751, to be used for its general exempt purposes."

Option D — Contingent Gift: "If _____ [Name of Primary Beneficiary] fails to survive me, I give, devise, and bequeath [insert dollar amount, asset, or percentage] of my estate to Sikh Dharma International, Tax ID / EIN: 23-7268751, for its general exempt purposes."

SECOND:

In all other respects, I hereby ratify and confirm my Last Will and Testament dated _____ [Date of Original Will], and any prior codicils thereto.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of _____, 20__.

Testator Signature: _____

Printed Name: _____

STATEMENT OF WITNESSES

Requirements vary by state; usually requires two disinterested witnesses who are not beneficiaries

The foregoing instrument was on the date thereof signed, published, and declared by the Testator to be a Codicil to their Last Will and Testament in the presence of us...

Witness 1 Signature: _____ Date: _____

Address: _____

Witness 2 Signature: _____ Date: _____

Address: _____

SELF-PROVING AFFIDAVIT (OPTIONAL NOTARY BLOCK)

A Notary Block (Self-Proving Affidavit) is optional in some states, but strongly recommended. A notary public typically charges \$2–\$15 (or notarizes for free at your local bank). Adding a notary seal prevents your estate from incurring substantial probate delays or legal costs later.

State of _____ County of _____

Subscribed, sworn to, and acknowledged before me by

_____ [Testator Name], the Testator, and

subscribed and sworn to before me by _____

[Witness 1 Name] and _____ [Witness 2

Name], witnesses, this _____ day of _____, 20__.

Notary Public Signature: _____ (Seal) My

Commission Expires: _____