

**MEMORANDUM CONCERNING GIFTS**

TO: [NAME OF EXECUTOR(S)]

This is the signed memorandum which I refer to in my Will respecting the distribution of personal effects. I wish those personal effects listed below to be disposed of as follows:

>To my friend (relative, etc.) [NAME OF FRIEND (relative, etc.)]: my [NAME OF ITEM]

Note: Repeat as required for additional items

Dated: [INSERT DATE OF SIGNING]

\_\_\_\_\_  
Signature

**NOTE TO READER:** This is a sample of a signed memorandum. The original should be entirely in ***your own handwriting***. Your Memorandum can then be changed as many times as you wish and should be kept with your Will.