A letter of instruction, *in plain words.*

A letter that tells your people what to do and where things are if you cannot handle things yourself. Write it for someone who is tired and not technical: short sentences, one task per line.

What this letter is, and is not

A letter of instruction is a plain-language letter, not a legal document. It does not replace a will and works best alongside one. Never write passwords in it; say where they are kept. This template is not legal advice.

To _____

From _____

Date written _____

Last reviewed _____

1. Who to call first

Such as an accountant, a lawyer, or a friend who knows your computer.

Name	Why call them	Phone or email

2. Where things are

My will and important original documents _____

My inventory of devices, accounts and memories _____

My password manager or login list where it is, and how to request access _____

Spare keys, a safe or a storage unit where they are, not the codes _____

3. People and animals who depend on me

Day-to-day notes: routines, schools, doctors, a pet's food and vet.

Who, and what they need

4. The household

Bills and utilities to keep paying

Subscriptions and services to cancel

The home landlord or mortgage lender, alarm company, who has a spare key

5. My digital life

My phone where the passcode is kept, and why to keep the number active: sign-in codes arrive there

My email which address matters most, and where its login is kept

Social profile	What I would like done

For example: keep it as a memorial, close it, or download the photos first.

6. My most precious things

Files and objects nobody should delete or throw away while tidying up.

What, and where

7. Anything else I would like you to know

In my own words

Written by

Date

Before you put it away

- [ ] Read it back as if you had never seen your own computer.
- [ ] Tell one person where this letter is kept, and name a backup.
- [ ] Keep it with your inventory of devices, accounts and memories.
  A printable inventory: henedo.com/printables/digital-assets-inventory.pdf
- [ ] Review it once a year, and after a move, a new phone or a change in who should receive what.

Made by Henedo, a private family memory and digital legacy service. More guides at henedo.com/blog/.