Below are topics to consider when writing a good letter of instruction.
A three-ring binder can be used to create a tab for each asset, debt, and other sections to stay organized.
Here is an after death what to do checklist.

1. **PEOPLE**

A) Contact information (including mail and email addresses) for every person in your estate plan including any CPA, Financial Advisor, bankers, brokers, attorneys, or other professionals who handle your assets.
B) Instructions For The Education and Care Of Children
C) Instructions For The Care And Placement Of Pets
D) Funeral Arrangements, Wake Or Celebration Of Life Wishes
1) Flame Cremation using fossil fuels. (most popular—about 60%)
2) Burial producing methane. (about 40%)
3) Natural Organic Reduction (NOR) "Human Composting" recomposition uses about an eighth of the energy of cremation and also has a significant carbon reduction making use of millions of microbes straw, wood chips and alfalfa. After a month, the decomposed body and organic materials have formed about 4 55-gallon drums of soil. Recompose is name of the company founded by Katrina Spade that pioneered the service in Washington.
4) Alkaline Hydrolysis "Water Cremation" Aquamation in a steel tank. The tank filled with water, potassium hydroxide and sodium, heats and holds to about 200 degrees, agitating gently, for 19 hours. The dry bones are put into a cremulator, a machine that pulverizes the bones into powder.

The Co-op Funeral Home of People's Memorial has a price list that includes all of these options.
The strangest things I have heard of concerning ashes from a cremated body are Keith Richards of the Rolling Stones snorting his father's ashes. You can have your ashes turned into an artificial diamond, sprinkled in nature, or drunk in wine.

2. **PROPERTY -**

A) **SUPPORTING DOCUMENT**s referencing the inventory of assets and debts including a copy of your Trust, Deeds, Beneficiary Designations, Tax Returns, account statements, and recurring bills.
B) **USER NAMES & PASSWORDS** for all accounts.
C) The location of any home safe or **SAFE DEPOSIT BOX** and access information.
D) LIST OF WHO SHOULD GET **SENTIMENTAL POSSESSIONS, JEWELRY, ART OR HEIRLOOMS**.
E) Preferred charities for donations.
F) Any Partial Distributions to Beneficiaries younger than the age at which they inherit.
G) Do a **CREDIT FREEZE** to protect against identitytheft during life, and to protect your estate after you pass away. I also suggest filing a final Tax Return with the words Final Return at the top and the death certificate to avoid fraudulent filing after a person dies.

H) **To BLOCK ELECTRONIC ACCESS TO YOUR SOCIAL SECURITY NUMBER (SSN), you can call the Social Security Administration at (800) 772-1213. You can also lock your SSN on the Department of Homeland Security's myE-Verify website. This helps protect you from Identity Theft.**

I) Electronic Legacy: If you have a Social Media Account such as Meta or an email service such as G- Mail you can control what you want to happen to it after you die. You can name **LEGACY CONTACTS** and request the memorialization of an account or request the removal of a deceased person's account from Facebook. Google has an **INACTIVE ACCOUNT MANAGER** election and a way to close the account. If you have digital pictures that you want preserved it is important to name someone who can access and download the pictures.

YOU CAN ALSO DO A LETTER OF INSTRUCTION FOR THE POWER OF ATTORNEY FOR HEALTH, LIVING WILL, ADVANCE DIRECTIVE AND POWER OF ATTORNEY OF FINANCES INCLUDING THE GUARDIANSHIP APPOINTMENT.

Tangible Personal Property Memorandum

I hereby make this separate written memorandum of disposition of tangible personal property upon my death

Tangible Personal Property Item Description	Name and Address of Beneficiary and Contingent Beneficiary to Receive Item

If the named beneficiary and the named contingent beneficiary of a particular tangible item do not survive me, that tangible item shall become part of my residuary estate. Date:

Name Signature

CRYPTOCURRENCY: If someone has your Bitcoin password, they have access to your wallet and its funds. To protect yourself, immediately create a new wallet, transfer your funds to the new wallet, and securely back up the new wallet's secret phrase (seed). If the new wallet is also compromised, you may need to explore options like contacting wallet recovery services or seeking legal counsel.

Elaboration: Access to Funds: Having your Bitcoin password is equivalent to having access to your digital wallet. The password unlocks the ability to use your private keys, which are essential for controlling and spending your Bitcoin.

Creating a New Wallet: The first step is to set up a new Bitcoin wallet on a new device. This prevents the compromised wallet from accessing your funds. Migrating Funds: Once the new wallet is established, transfer any remaining Bitcoin from the compromised wallet to the new wallet's address.

Backing Up Your Secret Phrase: The secret phrase (also called a mnemonic, seed, or recovery phrase) is the key to your new wallet. You must back it up securely, ideally offline, to avoid future compromises. Wallet Recovery Services: If you have lost your password and have a wallet backup file or a word sequence, you may be able to use wallet recovery services to get your funds back. Legal Counsel: If you believe your funds have been stolen, you may need to consult with a legal professional to explore options for recovering your assets.

Reporting Scams: If you believe you have been the victim of a cryptocurrency scam, you should report it to the relevant authorities, including the FBI's Internet Crime Complaint Center (IC3).