

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

To the Estate of [Deceased Name],

Subject: Outstanding Balance for Account Number: [Account Number]

Please accept our condolences for your loss.

Our records indicate that there is an outstanding balance of \$[Amount] on the account held by [Deceased Name]. We are contacting you to settle this matter with the estate.

Please provide us with the following information to update our records:

- A copy of the Death Certificate
- The name and contact information of the Executor or Administrator of the estate
- Letters of Administration or Testamentary (if available)

If the estate is currently in probate, please let us know the court details and the case number. Payments can be made via [Payment Method/Check payable to...].

If you have any questions or if this balance has already been settled, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]