

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Financial Institution/Company]
[Department Name, e.g., Deceased Account Department]
[Company Address]
[City, State, Zip Code]

RE: Notification of Death for Account Holder [Deceased Full Name]
Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally notify you of the passing of your account holder, [Deceased Full Name], who passed away on [Date of Death]. I am writing in my capacity as the [Your Relationship, e.g., Spouse, Child, Executor] and Next of Kin.

Please find enclosed a certified copy of the death certificate for your records. I request that you secure the account and provide me with the following information:

- The current balance of all accounts held in the deceased's name.
- A list of any outstanding requirements or forms needed to close the account.
- Information regarding the transfer or distribution of remaining funds to the estate or designated beneficiaries.

Please let me know if there are any further documents required to complete this process. I look forward to hearing from you at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]