

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Executor/Administrator Name]
[Estate of Deceased Name]
[Address]

RE: Formal Notice of Claim against the Estate of [Deceased Full Name]

Dear [Executor Name],

This letter serves as formal notification of a claim against the estate of [Deceased Full Name], who passed away on [Date of Death].

I am filing this claim in the capacity of a creditor regarding an outstanding debt/obligation owed by the deceased. The details of the claim are as follows:

- **Nature of Claim:** [Description of debt, e.g., unpaid invoice, personal loan, services rendered]
- **Date Incurred:** [Date]
- **Total Amount Due:** \$[Amount]

Please find attached supporting documentation, including [List attachments, e.g., copies of contracts, receipts, or statements], which verify the validity of this claim.

I request that you acknowledge receipt of this notification and provide information regarding the timeline for the settlement of estate liabilities. If any specific claim forms are required by the probate court, please forward them to my address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]