

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

[Date]

[Claimant Name]
[Claimant Address]
[City, State, Zip Code]

RE: Notice of Claim Resolution and Closure

Estate of: [Deceased Full Name]
Estate Case Number: [Case Number, if applicable]

Dear [Claimant Name],

This letter serves as formal notification regarding the claim you filed against the Estate of [Deceased Full Name] on [Date Claim Was Filed] in the amount of \$[Amount].

I am writing to confirm that this claim has been officially resolved as follows:

- **Resolution Type:** [Paid in Full / Settled for Lesser Amount / Disallowed]
- **Payment Amount:** \$[Amount Paid]
- **Check/Reference Number:** [Reference Number]
- **Date of Payment:** [Date]

With the issuance of this payment and the execution of this resolution, the Estate considers this specific claim satisfied in full. There are no further obligations or outstanding balances owed to you by the Estate or its representatives.

Attached to this letter, please find the [Receipt/Release of Claim Form]. Please sign and return this document to the address listed above to finalize our records.

We appreciate your cooperation in bringing this matter to a close. If you have any final questions, please contact me directly at [Phone Number].

Sincerely,

[Signature]

[Your Printed Name]
Executor/Administrator of the Estate of [Deceased Full Name]