

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

[Date]

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

RE: FORMAL DEMAND FOR PAYMENT - Estate of [Deceased Full Name]

Dear [Recipient Name],

I am writing to you in my official capacity as the Executor of the Estate of [Deceased Full Name], who passed away on [Date of Death].

According to the records of the Deceased, you currently owe a balance of \$[Amount Owed] to the Estate. This debt is related to [Description of Debt, e.g., unpaid loan, invoice number, or past due rent].

This letter serves as a formal demand for payment. Please remit the full amount of \$[Amount Owed] to the Estate by [Deadline Date, e.g., 14 days from date of letter].

Payment should be made payable to "The Estate of [Deceased Full Name]" and mailed to the following address:

[Mailing Address for Payment]

If you have already made this payment or if you believe this claim is in error, please provide written documentation or proof of payment to my attention immediately.

Failure to settle this debt or contact me to arrange a payment plan by the date specified above may result in further legal action to recover these funds on behalf of the Estate and its beneficiaries.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

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