

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

[Date]

[Name of Executor/Administrator]
Estate of [Name of Deceased]
[Address]
[City, State, Zip Code]

RE: Notice of Claim against the Estate of [Name of Deceased]
Account Number: [Account Number]
Date of Death: [Date of Death]

Dear [Name of Executor/Administrator],

Please accept this letter as a formal claim against the Estate of [Name of Deceased] for an outstanding debt owed to [Your Name/Company Name].

At the time of death, the deceased owed a total balance of \$[Amount Owed]. This debt was incurred for [brief description of debt, e.g., unpaid invoices, personal loan, services rendered].

Attached to this letter are copies of documentation supporting this claim, including:

- [List document, e.g., Final Invoice #123]
- [List document, e.g., Signed Contract]
- [List document, e.g., Statement of Account]

Please direct all future correspondence regarding this claim to my attention at the address listed above. We request that you acknowledge receipt of this claim and provide an estimated timeline for payment from the estate's assets.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title, if applicable]