

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

[Creditor Name]
[Creditor Department, if known]
[Creditor Address]
[City, State, Zip Code]

RE: Estate of [Deceased's Full Name]
Account Number: [Account Number]

To Whom It May Concern,

I am writing to you in my capacity as the [Executor/Administrator/Personal Representative] of the Estate of [Deceased's Full Name], who passed away on [Date of Death]. A copy of the death certificate is enclosed for your records.

Upon reviewing the assets and liabilities of the estate, it has been determined that the estate is insolvent. The total value of the estate's assets is insufficient to cover the full amount of all outstanding debts and administrative expenses.

The current balance claimed on the above-referenced account is \$[Total Balance].

In an effort to resolve all claims fairly and efficiently, the Estate offers a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt. This offer is made based on the pro-rata distribution of available funds among all known creditors.

By accepting this payment, [Creditor Name] agrees to:

- Accept the payment as full satisfaction of the debt.
- Waive any remaining balance, interest, or penalties.
- Release the Estate and its representatives from any further liability regarding this account.

Please provide a written response within [Number, e.g., 30] days if this offer is acceptable. Upon receipt of your written acceptance, I will issue a check from the estate account.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title: Executor/Administrator of the Estate of Deceased's Name]