

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

[Date]

[Company Name]
[Department, e.g., Estate Department / Recovery Unit]
[Address]
[City, State, Zip Code]

RE: Final Account Resolution for [Deceased Person's Full Name]

Account Number: [Account Number]

Date of Death: [Date of Death]

To Whom It May Concern,

I am writing to you in my capacity as the [Executor / Administrator / Personal Representative] of the Estate of [Deceased Person's Name]. I have enclosed a certified copy of the death certificate and my [Letters Testamentary / Letters of Administration] for your records.

This letter serves as formal notification to close the above-referenced account immediately. Please provide a final statement of account as of the date of death. This statement should include any outstanding balances, credits, or pending transactions.

Regarding any outstanding liabilities, please be advised that this debt is an obligation of the Estate and not of any individual survivor. The Estate is currently being [administered / settled]. Once all assets and debts have been fully inventoried and the statutory priority of claims has been determined, valid claims will be addressed according to probate law.

Please send all future correspondence regarding this account to my attention at the address listed above. I request that you cease all direct contact with family members and ensure that this account is marked as "Deceased" in your internal systems and reported accordingly to credit bureaus.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
Representative of the Estate of [Deceased Person's Name]

Enclosures: Death Certificate, Letters Testamentary/Administration