

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

[Date]

To the Personal Representative/Estate of:
[Deceased Name]
[Last Known Address]

RE: NOTICE OF ESTATE DEFICIT / FORMAL CLAIM AGAINST ESTATE

Dear Representative/Executor,

Please accept our condolences for your loss.

This letter serves as formal notification that [Deceased Name] held an account with [Your Company Name] under account number [Account Number]. At the time of their passing, the account held an outstanding balance of \$[Amount].

Following the liquidation of [Collateral/Assets, if applicable] or the final accounting of the account, there remains a total deficit of \$[Deficit Amount].

We are filing this claim against the assets of the estate for the remaining balance. Please provide us with the following information to assist in the resolution of this matter:

- The name and contact information of the appointed Executor or Administrator.
- The Probate Court case number and county of filing (if applicable).
- Confirmation of whether the estate contains sufficient assets to cover creditor claims.

Please direct all future correspondence regarding this debt to our office at the address listed above. If you have any questions, you may contact our estate recovery department at [Phone Number].

Sincerely,

[Your Name/Department]
[Your Company Name]