

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

[Date]

[Next of Kin Name]
[Next of Kin Address]
[City, State, Zip Code]

Subject: Notification of Outstanding Balance - Estate of [Deceased Name]

Dear [Next of Kin Name],

Please accept our sincerest condolences for your recent loss.

We are writing to formally notify the estate of [Deceased Name] regarding an outstanding balance on account number [Account Number]. According to our records, the remaining balance due is \$[Amount].

We understand that this is a difficult time. We are reaching out to you as the listed next of kin or personal representative to request that this information be forwarded to the executor or administrator of the estate.

If the estate is currently in probate, please provide us with the following information so we may file a formal claim:

- Case Number
- County of Filing
- Executor/Administrator Contact Information

If you wish to settle this balance directly or if you believe this statement is in error, please contact our office at [Phone Number] during business hours.

Thank you for your cooperation and assistance in resolving this matter.

Sincerely,

[Your Name/Department]
[Your Title]