

Date: [Insert Date]

To: [Executor/Administrator Name]

Estate of: [Deceased Name]

Address: [Mailing Address]

RE: NOTICE OF DEFAULT AND FORMAL CLAIM AGAINST ESTATE

Dear [Executor/Administrator Name],

This letter serves as formal notice that the estate of [Deceased Name] is currently in default regarding the following account/obligation:

- **Account Number:** [Account Number]
- **Total Outstanding Balance:** \$[Amount]
- **Original Due Date:** [Date]

As of the date of this letter, the aforementioned balance remains unpaid. We understand that the estate is currently in the process of settlement; however, this debt represents a legal obligation that must be satisfied from the assets of the estate before final distribution to beneficiaries.

Please consider this a formal claim against the estate. We request that you acknowledge receipt of this notice and provide an estimated timeline for the settlement of this debt. If the estate is insolvent or if there are competing priority claims, please provide the relevant documentation to our office immediately.

Failure to address this default may result in further legal action to protect our interests in the estate assets.

Please remit payment to the address below or contact us at [Phone Number] to discuss a settlement arrangement.

Sincerely,

[Your Name/Company Name]

[Title]

[Address]

[Phone Number]