

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Executor/Administrator]
[Address of Estate Representative]
Re: Estate of [Deceased Full Name]

Dear [Name of Executor/Administrator],

I am writing regarding a debt owed by the late [Deceased Full Name] to [Creditor Name] in the amount of \$[Amount Owed].

To facilitate the formal filing of a claim against the estate and to discuss a potential settlement, please provide the following information:

- The full name and contact information of the appointed Executor or Administrator.
- The probate court case number and the county/jurisdiction where the estate is being handled.
- The deadline for creditors to file formal claims against the estate.

I have attached a copy of the [Invoice/Contract/Statement] as evidence of the outstanding balance. Please let me know the preferred process for submitting a formal Proof of Claim.

I look forward to your response so that we may resolve this matter efficiently.

Sincerely,

[Your Signature]
[Your Printed Name]