

[Your Name/Bank Department Name]  
[Financial Institution Name]  
[Street Address]  
[City, State, Zip Code]

[Date]

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

**RE: Notice of Outstanding Loan Obligation**

**Deceased:** [Name of Deceased]

**Account/Loan Number:** [Reference Number]

Dear [Name of Representative],

Please accept our condolences for your loss. We are writing in response to the notification regarding the passing of [Name of Deceased].

Following a review of our records, we wish to inform the estate that there is an outstanding loan obligation in the amount of \$[Amount] associated with the above-referenced account. As of [Date], this balance remains unpaid.

As part of the probate and estate settlement process, we request that the estate administrator or legal representative contact our recovery department to discuss the repayment or settlement of this debt. Please be advised that [Financial Institution Name] may exercise its right of offset against any deposit accounts held by the deceased at this institution to satisfy this obligation, as permitted by law and our account agreement.

To assist us in updating our records, please provide copies of the following documents if you have not already done so:

- Certified Copy of the Death Certificate
- Letters Testamentary or Letters of Administration

Please contact us at [Phone Number] between the hours of [Time] and [Time] to discuss this matter further.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]