

Date: [Insert Date]

To:

[Name of Executor/Administrator]
[Address of the Estate Representative]
[City, State, Zip Code]

RE: Estate of [Name of Deceased]

Case Number: [Insert Probate Case Number, if known]

Creditor Account Number: [Insert Account Number]

Dear [Name of Executor/Administrator],

This letter serves as a formal demand for the payoff of the outstanding balance owed by the Estate of [Name of Deceased] to [Name of Creditor/Your Name].

As of [Date], the total amount due is **#[Insert Total Amount]**. This balance consists of the following:

- Principal Amount: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Other Charges: \$[Amount]

Please provide a written confirmation regarding the timeline for the settlement of this debt. If the estate requires specific claim forms or additional documentation to process this payment, please notify me immediately.

Payment should be made payable to [Name of Payee] and mailed to the following address:

[Your Name or Business Name]
[Your Mailing Address]
[City, State, Zip Code]

Thank you for your prompt attention to this matter.

Sincerely,

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