

[Your Name/Company Name]
[Your Department]
[Address line 1]
[Address line 2]
[Phone Number]
[Date]

[Executor/Successor Name]
[Estate of Deceased Borrower Name]
[Address line 1]
[Address line 2]

RE: Notice of Release of Liability

Loan Account Number: [Insert Loan Number]

Deceased Borrower: [Insert Full Name of Deceased]

Dear [Executor/Successor Name],

We extend our deepest condolences for your loss. We are writing to formally acknowledge receipt of the death certificate regarding the above-referenced borrower.

Please be advised that as of [Date], [Company Name] has officially processed the release of liability for the deceased borrower, [Insert Full Name of Deceased], in connection with the aforementioned loan account. This account is now considered [closed / settled / transferred].

Following this release:

- The Estate of the deceased is no longer responsible for further payments on this account.
- We have notified the relevant credit reporting agencies to update the account status accordingly.
- [Optional: Any remaining security interest or liens have been released.]

If there are any co-signers or surviving joint borrowers on this account, please note that this release applies specifically to the deceased individual. [Optional: Surviving parties remain responsible for the remaining balance under the original terms.]

No further action is required from the estate at this time regarding this specific debt. If you have any questions, please contact our estate recovery department at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]
[Printed Name]
[Title/Position]
[Company Name]