

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Request for Release of Liability - Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally notify you of the passing of [Deceased Borrower's Name] on [Date of Death]. I have attached a certified copy of the death certificate for your records.

As the [Executor/Administrator/Legal Representative] of the estate, I am requesting that the estate of [Deceased Borrower's Name] be released from all further liability and obligations regarding the above-referenced account.

Please provide written confirmation once the account has been updated and the liability has been officially released. If there are specific forms or additional documentation required to complete this process, please let me know at your earliest convenience.

Thank you for your assistance during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]