

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

[Date]

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

RE: Estate of [Deceased Name]
Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally notify you of the passing of [Deceased Name] on [Date of Death]. I have been appointed as the [Executor/Administrator/Personal Representative] of the estate.

Enclosed is a certified copy of the death certificate for your records. Please update your files to reflect that the account holder is deceased and direct all future correspondence regarding this account to me at the address listed above.

At this time, the estate is in the process of identifying all assets and liabilities. Regarding the outstanding balance of \$[Amount] on the aforementioned account:

[Select one option below:]

- Enclosed is a check for the full amount of \$[Amount] as final payment of this debt.
- The estate is currently being liquidated. We anticipate making a payment toward this debt by [Date].
- The estate currently lacks sufficient funds to cover the full balance. We propose a settlement of \$[Amount] to resolve this matter.

Please provide a written confirmation once the account has been updated or if the payment has been accepted as a final settlement. If you require any further documentation, such as Letters of Testamentary, please let me know.

Thank you for your cooperation during this time.

Sincerely,

[Your Signature]

[Your Printed Name]
Representative of the Estate of [Deceased Name]