

[Date]

To the Estate of [Borrower Full Name],
[Address of Estate/Representative]
[City, State, Zip Code]

Subject: Account Status Notification - Account Number: [Account Number]

Dear [Executor or Representative Name],

Please accept our condolences for your loss. We are writing to provide a formal update regarding the status of the account held by [Borrower Full Name] following the notification of their passing.

As of [Current Date], the details of the account are as follows:

- **Current Balance:** \$[Amount]
- **Account Status:** [e.g., Frozen / Pending Estate Settlement]
- **Last Payment Date:** [Date]

To assist us in managing this account correctly, please provide the following documentation if you have not already done so:

- A certified copy of the Death Certificate.
- Letters of Administration or Letters Testamentary naming the Executor/Administrator.
- Valid government-issued identification of the authorized representative.

Future statements will be addressed to the Estate. Please be advised that interest may continue to accrue according to the original terms of the loan agreement until the balance is paid in full.

If you have any questions or need to discuss repayment options, please contact our Estate Processing Department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Title]
[Company Name]