

[Your Name/Executor Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Lending Institution Name]

[Department, e.g., Deceased Notification Department]

[Institution Address]

[City, State, Zip Code]

RE: Notice of Death for Primary Borrower [Deceased Person's Name]

Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally notify you of the passing of [Full Name of Deceased], who is the primary borrower for the account referenced above. [Full Name of Deceased] passed away on [Date of Death].

I have enclosed a certified copy of the death certificate for your records. Please update your files to reflect this information and provide instructions regarding the next steps for this account. Specifically, please advise on:

- The current outstanding balance.
- Procedures for account closure or transfer of liability (if applicable).
- Any insurance policies associated with the loan that may cover the balance.

Please direct all future correspondence regarding this account to the representative of the estate listed below:

[Executor/Representative Name]

[Mailing Address]

[Phone Number]

Thank you for your assistance and sensitivity in this matter. I look forward to receiving confirmation that this notification has been processed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Relationship to Deceased/Estate Representative]

Enclosure: Death Certificate