

[Your Name/Executor Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Date]

[Contact Name or Department]

[Financial Institution/Company Name]

[Company Address]

[City, State, Zip Code]

RE: Account Closure and Formal Cease and Desist Notice

Deceased: [Full Name of Deceased]

Account Number(s): [List Account Numbers]

Date of Death: [Date]

Dear [Contact Name or Department],

I am writing to you in my capacity as the [Executor/Administrator/Legal Representative] of the Estate of [Name of Deceased]. Please find enclosed a certified copy of the death certificate and my Letters Testamentary for your records.

Account Closure

This letter serves as a formal request to immediately and permanently close all accounts held by the deceased with your institution. Please provide a final statement showing a zero balance and written confirmation that these accounts have been deactivated.

Cease and Desist

Furthermore, let this letter serve as a formal notice to cease and desist all collection activities and communication regarding any alleged debts associated with the deceased, except for written confirmation of account closure. Under the Fair Debt Collection Practices Act (FDCPA), you are hereby notified that the estate does not waive any rights and that all further contact regarding debt must be directed solely to me at the address listed above.

Distribution of Funds

If any credit balances or funds remain in these accounts, please issue a check payable to "The Estate of [Name of Deceased]" and mail it to my attention at the address provided.

Please confirm receipt of this letter and provide the requested documentation within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title: e.g., Executor for the Estate of Name of Deceased]

Enclosures:

1. Certified Copy of Death Certificate
2. Letters Testamentary / Letters of Administration