

[Your Name/Executor Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Debt Collection Agency Name]

[Agency Address]

[City, State, Zip Code]

RE: Notice of Deceased Debtor and Request for File Closure

Account Number: [Account Number]

Deceased Name: [Full Name of Deceased]

To Whom It May Concern,

I am writing to formally notify you that [Full Name of Deceased] passed away on [Date of Death].

Attached to this letter, please find a certified copy of the death certificate as proof of passing.

As the [Executor/Administrator/Representative] of the estate, I am requesting that you immediately cease all collection activities regarding the aforementioned account. Furthermore, I request that you close your file and return this account to the original creditor, [Name of Original Creditor], for final processing within the estate probate.

Please provide written confirmation that this account has been closed in your system and returned to the original creditor.

Sincerely,

[Your Signature]

[Your Printed Name]

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

Enclosure: Death Certificate