

## Cease Collections Letter

You can use the following form letter to inform creditors of the death and that the estate cannot pay debts. Send this letter via certified mail.

Creditor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### **RE: Please Cease Collections on This Account**

To Whom It May Concern:

As the personal representative for the estate of \_\_\_\_\_  
(decedent's name), I am notifying you that there are no assets in the estate with  
which to pay off the following account:

Account name: \_\_\_\_\_  
Account number: \_\_\_\_\_  
Balance due: \_\_\_\_\_

Attached is a copy of the death certificate.

Please cease in any further attempts at collection.

Sincerely,

(Signature above)

Printed name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_, State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Enclosed: Copy of Death Certificate  
Copy of Personal Representative Letters of Administration