

Creditor Notification Letter

You can use the following form letter to inform creditors of the decedent's death. Send this letter via certified mail.

Creditor: _____
Address: _____
City: _____, State: _____ Zip Code: _____

RE: Notification to Creditor That Account Holder Has Died

To Whom It May Concern:

I am writing to notify you of the death of: _____
(decedent's name). Our records show that this person had an account with your company that the family would like to cancel to prevent fraud.

Account name: _____
Account number: _____
Balance due: _____

Attached is a copy of the death certificate and my court-appointed documents authorizing me to handled the affairs of the estate.

Please cancel the account, check for any death benefits, and let me know if here is an outstanding balance. Please inform me of any further information necessary to fulfill this request.

Thank you for your attention to this matter.

Sincerely,

(Signature above)

Printed name: _____
Address: _____
City: _____, State _____ Zip Code: _____

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