

Sample Letter to Creditors When Someone Dies

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Creditor's Name]
[Creditor's Address]
[City, State, ZIP Code]

Dear [Creditor's Name],

I am writing to inform you of the recent passing of [Deceased's Full Name], who held an account with your company.

Full Name: [Deceased's Full Name]
Date of Death: [Date of Death]
Account Number: [Account Number]

Please close the account listed above and send a final statement to the address below. Additionally, if there are any remaining balances or necessary actions, please inform me so we can address them promptly.

Enclosed with this letter, you will find a copy of the death certificate for your records.

If you need any additional information or documentation, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter and for your assistance during this difficult time.

Sincerely,

[Your Name]