

Notice to Creditor of Death

Date: _____

[insert name and address of creditor]

Name of deceased: _____

Deceased's address: _____

Account number: _____

Date of death: _____

To whom it may concern:

I am the representative of the decedent. Please cancel this account at once.

Please also acknowledge that you received this notice by signing the duplicate of this letter and returning it to me in the enclosed stamped, self-addressed envelope.

If there is any outstanding balance on this account, please promptly notify me at the address below.

Thank you for your assistance.

Signature: _____

Printed or typed name: _____

Relationship to deceased: _____

Address: _____

Home phone: _____ Work phone: _____

Receipt acknowledged by:

Signature: _____

Printed or typed name: _____

Title: _____

Date of receipt of notice: _____