**{You’re Name}**  
**{You’re Address}**  
**{You’re Phone Number}**

**{Name}**  
**{Company}**  
**{Address}**

**{Date}**

Dear **{Name}**,

This letter is to inform you that **{Name}** has passed away and to request that a formal death notice be added to **{his/her}** file in your accounts.

**{Name}**'s full name was **{Full Name}**. At the time of death, **{his/her}** residence was **{Address}**, **{City}** in **{County}** County,**{State}**. **{He/she}** was born on **{date}** and died on **{date}**. **{His/her}** social security number was **{number}** and **{his/her}** account number was **{number}**.

My name is **{Full Name}** and I have enclosed the necessary documents proving that I am the Decedent's**{spouse/offspring/executor}** and am authorized to request this transaction.

Thank you for your assistance. Please contact me at **{phone number}** or **{email address}** if you require any other information, or if you have any questions.

Sincerely,

**{Sender Name}**