

[Your Name]
Executor of the Estate of [Deceased's Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: NOTICE OF DEBT OWED TO THE ESTATE OF [DECEASED'S NAME]

Dear [Debtor Name],

I am writing to you in my capacity as the court-appointed Executor for the Estate of [Deceased's Full Name], who passed away on [Date of Death].

Upon reviewing the financial records of the deceased, it has been determined that you owe a balance of \$[Amount] to the estate. This debt is related to [Briefly describe the reason for debt, e.g., unpaid invoice #123, personal loan, or services rendered].

As the Executor, I am legally obligated to collect all outstanding assets and debts owed to the estate for distribution to the beneficiaries. Therefore, I am requesting that payment be made in full within [Number, e.g., 14] days of the date of this letter.

Please make your check or money order payable to "The Estate of [Deceased's Full Name]" and mail it to the address listed at the top of this letter.

If you believe this amount has already been paid, or if you have documentation showing a different balance, please provide copies of those records to me immediately so that I may update the estate's ledgers.

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

Sincerely,

[Your Signature]

[Your Printed Name]
Executor for the Estate of [Deceased's Full Name]