

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Executor Name]

Executor of the Estate of [Deceased Person's Full Name]

[Executor's Address]

[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAYMENT

Creditor: [Your Name or Client Name]

Estate of: [Deceased Person's Full Name]

Date of Death: [Date of Death]

Account Number: [Account Number, if applicable]

Dear [Executor Name],

I am writing to you in your capacity as the Executor/Personal Representative of the Estate of [Deceased Person's Full Name]. This letter serves as a formal demand for payment regarding an outstanding debt owed by the deceased to [Creditor Name].

At the time of death, the deceased owed a total balance of \$[Amount Owed]. This debt is based on [Brief Description of Debt, e.g., unpaid invoices, promissory note, credit agreement]. Please find the attached documentation supporting this claim.

As the Executor, you are responsible for settling the valid debts of the estate from the available assets. Please consider this letter a formal claim against the estate. We request that you acknowledge receipt of this claim and provide a timeline for when payment can be expected.

Payment should be made to [Payee Name] and mailed to the address listed at the top of this letter. If the estate is currently in probate, please provide the case number and the contact information for the probate court.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List documents, e.g., Invoices, Contracts, Statements]