

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Executor Name]
Estate of [Deceased Person's Full Name]
[Executor Address]
[City, State, Zip Code]

RE: Notice of Claim against the Estate of [Deceased Person's Full Name]
Account Number: [Account Number]
Total Amount Due: \$[Amount]

Dear [Executor Name],

Please accept this formal letter as a notice of claim against the estate of [Deceased Person's Full Name]. According to our records, the deceased held an unsecured debt with [Your Company Name] in the amount of \$[Amount].

Enclosed with this letter, please find documentation supporting this debt, including [List documents, e.g., final statements, signed agreements, or invoices].

We understand that you are currently in the process of administering the estate. We request that this claim be logged and prioritized for payment in accordance with state probate laws. Please confirm receipt of this notice and provide an estimated timeline for when the distribution of funds to creditors is expected to occur.

If you require any further information or documentation to verify this claim, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]