

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Date: [Current Date]

To: [Name of Executor/Personal Representative]

Estate of: [Name of Deceased]

[Address of Executor]

[City, State, Zip Code]

**RE: FORMAL DEMAND FOR PAYMENT - Case No: [Probate Court Case Number]**

Dear [Name of Executor],

I am writing to you in your capacity as the appointed Executor/Personal Representative of the Estate of [Name of Deceased].

This letter serves as a formal demand for payment of the valid creditor claim filed by [Your Name/Company Name] on [Date Claim was Filed] in the amount of \$[Total Amount Owed].

Pursuant to [State/Local Statute Number], the statutory deadline for the personal representative to allow, disallow, or pay claims has passed as of [Date Deadline Expired]. To date, I have received neither payment nor a formal notice of rejection regarding this claim.

Please be advised that under the governing probate code, the estate is now delinquent in its obligation to satisfy this debt. Demand is hereby made for the full payment of \$[Total Amount Owed] to be issued within [Number, e.g., 10] business days of the receipt of this letter.

Failure to remit payment or provide a written explanation for the delay by [Deadline Date] will result in further legal action. This may include filing a Petition for Order Compelling Payment with the Probate Court, which may seek to hold the estate or the executor personally liable for additional costs, interest, and legal fees incurred due to this delay.

Please make the check payable to [Your Name/Company Name] and mail it to the address listed below.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

cc: [Name of Estate Attorney, if applicable]