

**[Your Name]**  
[Your Address]  
[Your Phone Number]  
[Your Email]

**[Date]**

**[Executor/Personal Representative Name]**  
Estate of [Name of Deceased]  
[Executor's Address]

**RE: FORMAL NOTICE OF CLAIM AGAINST THE ESTATE OF [NAME OF DECEASED]**

To the Executor/Personal Representative:

This letter serves as a formal demand for payment from the Estate of [Name of Deceased] for a debt owed to [Your Name/Company Name].

As of [Date of Death], the Deceased owed a total balance of **[\$Amount]**. This debt was incurred for [brief description of debt, e.g., services rendered, goods purchased, or personal loan] on [Date debt was incurred].

Attached to this letter are copies of documentation supporting this claim, including:

- [List Document 1, e.g., Invoice #123]
- [List Document 2, e.g., Signed Contract]
- [List Document 3, e.g., Account Statement]

Please consider this a formal claim against the assets of the estate. I request that you acknowledge receipt of this claim within [Number, e.g., 30] days and provide an estimated timeline for the distribution of funds to creditors.

If you require additional information or a specific probate claim form required by the local court, please notify me immediately at the contact information provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]