



Your name  
Your Address  
Your City, State, Zip Code

Today's Date

Regarding: \_\_\_\_\_  
(Deceased's Name)  
\_\_\_\_\_  
(Deceased's Social Security Number)

To Whom It May Concern:

I am writing to inform you of the death of my \_\_\_\_\_, on \_\_\_\_\_.  
I have enclosed a copy of the death certificate for your files. Please contact me regarding any  
benefits that my family or I may be entitled to receive. I can be reached as the address listed  
above or by telephone at \_\_\_\_\_.

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_  
(Your Name)