



Your name
Your Address
Your City, State, Zip Code

Today's Date

Regarding: _____

(Deceased Name)

Sample only

(Deceased's Social Security Number)

Dear Mr./Mrs./Ms. _____,

I am writing to inform you of the death of my
_____, on _____.

I have enclosed a copy of the death certificate. Please contact me regarding the Will, probate procedures and requirements, any further documents or information you will need, as well as any retainer fees that you are entitled to receive.

I can be reached at the address listed above or by telephone at _____.

Thank you for your assistance in this matter.

Sincerely,

Sample only

(Your Name)