



Your name
Your Address
Your City, State, Zip Code

Today's Date

Credit Card Company
Address
City, State, Zip Code

Regarding: _____
(Deceased's Name)

Account 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.
The account is held in the deceased's name and will need to be cancelled as of _____.

Please contact me if there are any outstanding balances due or to be refunded. I can be reached as
the address listed above or by telephone at _____.

Thank you for your assistance in this matter.

Sincerely,

(Your Name)