

Notice of Demise

Date: [Insert Date]

To: [Service Provider's Name]

Subject: Announcement of Cardholder's Demise

Dear [Service Provider's Name],

We regret to inform you of the passing of our valued cardholder, [Cardholder's Full Name], who held account number [Account Number]. [He/She/They] passed away on [Date of Demise].

We kindly request that you update your records accordingly and cease any further communications directed towards [him/her/them]. If there are any remaining balances or outstanding matters, please notify us at your earliest convenience.

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]