

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you of the unfortunate passing of [Cardholder Name], who was a valued cardholder with account number [Account Number].

In light of this tragic event, we ask that you cease any further transactions on their account and assist us in managing their account matters during this difficult time.

Please let us know if any documentation is required from our side, or if there are specific procedures you would like us to follow.

Thank you for your understanding and support as we navigate this sensitive situation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]