

Death Notification Letter

Date: [Insert Date]

To: [Executor's Name]

[Executor's Address]

Dear [Executor's Name],

We regret to inform you of the passing of [Cardholder's Name], who held an account with us. [He/She/They] passed away on [Date of Passing].

As the appointed executor of [his/her/their] estate, we wish to provide you with information regarding the account(s) registered under [Cardholder's Name]. Please find the details of the account below:

- Account Number: [Account Number]
- Account Type: [Account Type]
- Current Balance: [Current Balance]

In order to proceed with the necessary actions regarding the account, we kindly ask you to provide us with the following documentation:

- A copy of the death certificate.
- Official documentation proving your appointment as the executor.

Should you have any further questions or require assistance, please do not hesitate to contact us at [Contact Information].

Our deepest condolences during this difficult time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]