

Date: [Insert Date]

To: [Financial Institution Name]

Address: [Financial Institution Address]

Subject: Formal Notice of Cardholder's Passing

Dear [Recipient's Name],

I am writing to formally notify you of the passing of [Cardholder's Full Name], who held the account number [Account Number]. [Cardholder's Name] passed away on [Date of Passing].

In accordance with the policies of your institution, please find attached the necessary documentation, including the death certificate and any required identification details.

We request that you update your records accordingly and provide guidance on the steps to settle any outstanding matters related to the account.

Thank you for your assistance during this difficult time.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]