

Notice of Passing

Date: [Insert Date]

To Whom It May Concern,

We are writing to inform you of the passing of [Consumer's Name], who was a valued customer of your service. Unfortunately, [he/she/they] passed away on [Date of Passing].

Please update your records accordingly and halt any ongoing services associated with [his/her/their] account (Account Number: [Account Number]). If there are any outstanding matters that need to be addressed, please reach out to us at your earliest convenience.

Thank you for your attention to this matter. We appreciate your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Relationship to the Consumer]