

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide the necessary documentation for the estate of [Deceased Consumer's Name], who passed away on [Date of Death]. As the [Executor/Administrator/Personal Representative] of the estate, I am submitting the following documents for your records:

- Death Certificate
- Will or Trust Document
- Letter of Administration
- List of Assets and Liabilities

Please let me know if you require any additional information or further documentation. I look forward to your prompt response regarding the estate matters.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Relationship to Deceased]