

# Notification of Death Certificate Issuance

**Date:** [Insert Date]

**To:** [Insert Recipient's Name]  
[Insert Recipient's Address]  
[Insert City, State, ZIP Code]

Dear [Insert Recipient's Name],

We are writing to inform you that the death certificate for [Insert Deceased's Full Name], who passed away on [Insert Date of Death], has been officially issued and is now available for public records.

The certificate may be requested from the appropriate office. Please ensure to have valid identification and relevant details to facilitate the process.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]