

Next of Kin Notification

From:

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To:

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my status as the next of kin for [Name of Deceased], who passed away on [Date of Death]. As [his/her/their] next of kin, I am hereby initiating the necessary proceedings for legal documentation and any relevant notifications regarding [his/her/their] estate.

Please find enclosed any necessary documents that may assist in this process. If you require any further information, do not hesitate to contact me at the number provided above.

Thank you for your attention to this matter.

Sincerely,
[Your Name]