

# Creditor Notification Letter

Date: [Insert Date]

[Creditor's Name]

[Creditor's Address]

[City, State, ZIP Code]

Re: Estate of [Decedent's Full Name], Deceased

Dear [Creditor's Name],

We are writing to inform you that [Decedent's Full Name] passed away on [Date of Death]. We have been appointed as the personal representatives (or executors) of the estate.

As part of the probate process, we are required to notify all creditors of the estate. Please submit any claims for outstanding debts by [Insert Deadline Date]. Claims can be sent to the following address:

[Your Name]

[Your Address]

[City, State, ZIP Code]

We appreciate your cooperation during this process. If you have any questions, please do not hesitate to reach out to us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm's Name, if applicable]