**Letter to Creditors After Death – Instructions**

1. Fill in the decedent’s name, date of birth (if known), and date of death at the top of the letter.

2. List each known creditor on a separate line, along with that creditor’s address. You must list all creditors that you know about.

3. Fill in the name of the decedent, the address of the decedent, and the decedent’s date of death.

4. Fill in the name of the personal representative and the personal representative’s address.

5. The personal representative should date and sign the letter, and provide their address again at the bottom of the letter.

6. Mail the letter to all of the listed creditors. If publication is necessary under state law, also send the letter to the local newspaper, along with the publication fee, so that it can be published.