**Notice of Death Letter – Instructions**

1. Address the letter to the appropriate company or organization and place the decedent’s name in the subject line.

2. State that you are the personal representative of the deceased person. Most companies will not accept correspondence on another person’s behalf unless that person is the personal representative of the deceased person.

3. Provide the deceased person’s full name and the date and place of death. Providing this information will help the company or organization locate the correct person’s file, and allow them to update their records.

4. Provide your contact information in the event that the company or organization has any questions regarding your request.