**Notice of Death Letter Template Sample**

September 25, 2016

San Francisco Chronicle

1234 Main Street

Anytown, CA 12345

 Re: Notice of Death of Jane M. Doe

Dear Subscription Manager:

I am the Personal Representative of the Estate of Jane M. Doe, deceased. By this letter, I am notifying you of her death, and supplying you with the following information:

Full name: Jane Marie Doe

Date of death: July 7, 2016

Place of death: Santa Rosa, California, Sonoma County

Please contact me at the following address if you have any questions:

JOHN R. SMITH

123 SAMPLE DRIVE

SANTA ROSA, CA 95404

(707) 123-4567

johnsmith@email.com

Sincerely,

John R. Smith