

Date: _____

Homeowner's Insurance

Company Name: _____

Street Address: _____

City/State/Zip: _____

To Whom It May Concern,

This letter is to inform you of the death of:

Name: _____

Address: _____

City/State/Zip: _____

Policy Number: _____

Policy Number _____

According to the records we have available to us, you are the agent of record for the homeowner's insurance for the deceased. We are in the process of settling the estate. We will need to keep the homeowner's policy in force until the final settlement of the estate. Once it is settled we will contact you for immediate cancellation of the policy(ies).

All correspondence regarding the policy(ies) should be directed to me at the address below. Any pre-paid premiums should be refunded to me at the address below. Thank you for your prompt attention to this matter.

Sincerely Yours,

My Contact Information

Name: _____

Relationship to Deceased: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____