

Date: _____

Electric Company

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: _____

Account Number: _____

The deceased is a customer of yours and it is the purpose of this letter to inform you that service should be maintained at the above address on a month-by-month basis until the estate has been settled.

All further communication and/or correspondence regarding this account should come to me at the address below. When the estate is settled, should there be any pre-paid balances they should also be sent to me. Your prompt attention to this matter is greatly appreciated.

Sincerely Yours,

My Contact Information

Name: _____

Relationship to Deceased: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____