

Date: \_\_\_\_\_

General Social Media/Online Account

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

To Whom It May Concern,

This letter is to inform you of the death of:

Name: \_\_\_\_\_

Username/Account ID: \_\_\_\_\_

Email Associated with Account: \_\_\_\_\_

I am an immediate family member or authorized representative of the deceased and am requesting that this account be closed.

Enclosed is a certified copy of the death certificate.

Should you need any further information, please feel free to contact me at the address below. 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: \_\_\_\_\_