

Date: _____

Heating & Air Maintenance

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. Please cease all further services provided at the above address. If the deceased has prepaid any services, refunds should be mailed to 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: _____