

Date: _____

United States Postal Service

Name: _____

Address: _____

City/State/Zip: _____

To Whom It May Concern,

This letter is to inform you of the death of:

Name: _____

Address: _____

City/State/Zip: _____

Enclosed is a copy of the death certificate. As executor of the estate, I am requesting that all items normally delivered by the U.S. Postal Service at the deceased's address be forwarded to 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: _____