

Sample Letter – Asking for a debt write-off when someone is deceased

Enter Date

Dear Sir/Madam

Account No: **Enter Account Number**

I am writing to you regarding the above account, which as far as I am aware has a balance owed of £XXXX.

Unfortunately, **(Detail Deceased's name)** passed away on **(Detail Date)**. I enclose a copy of their death certificate. They didn't leave behind any assets and there is no money to pay what they owe.

Please consider writing off this debt because there is no prospect of you ever recovering any money towards it.

I would be grateful if you could write back to me to confirm your decision.

I look forward to hearing from you.

Yours faithfully

Your Name

Your Address