

SHANNON GRACEY

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«FirstName» «LastName», «JobTitle»
«Company2»
«Address1»
«City», «State» «PostalCode»

RE: «Decedent» «AccountNo»

Dear «Title» «LastName»«Company»:

You are hereby given notice that «Decedent» is deceased. He/She died on «Dateofdeath». Letters of Administration were issued to «Administrator» on «Dateofletters» in Cause No. «CauseNo» in the Probate Court Number «Probatecourt» of Tarrant County, Texas. Our records indicate that «Company» «Company2» may have a claim against the estate. **You must properly present a claim for the amounts owed to you within four (4) months after the date of receipt of this notice or your claim is barred (if your claim is not already barred by the general statutes of limitation).** The claim should be addressed to «Administrator»,
c/o _____.

I represent the Administratrix of the Estate and therefore cannot provide you with legal assistance on your requirements in filing this claim with the Court. If you have additional questions regarding your duties in filing a claim, you should consult with an attorney in Texas.

Pursuant to Title 15, Chapter 41 U.S.C. § 1692c and Chapter 392 of the Texas Finance Code, I am instructing you to cease calling _____. regarding the referenced account. Further, your offices and the offices of _____ should discontinue sending all correspondence to _____ or to _____ regarding the referenced account. After your receipt of this letter, if you or anyone acting on your behalf contacts either _____ or _____, a civil lawsuit may be asserted against you and/or _____ under Federal and Texas Fair Debt Collection Statutes.

Sincerely yours,