

Preliminary Death Notification Letter for Pending Affairs

Subject: Preliminary Notice of Passing

Dear [Recipient's Name],

I am writing to preliminarily inform you of the passing of [Deceased's Name] on [Date]. This is to ensure that pending matters related to [his/her] responsibilities can be temporarily managed.

A detailed follow-up letter with necessary documents will be provided shortly.

Sincerely,

[Sender's Name]

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