



# Public Administrator

## County of New York

DAHLIA DAMAS, *Commissioner*

*Public Administrator*

JOY A. THOMPSON, *Deputy Commissioner*

*Deputy Public Administrator*

[DATE]  
ESTATE OF: [DECEDENT'S NAME]  
P.A. FILE #: XX-XXXX  
DATE OF DEATH: XX/XX/XX  
SOC. SEC. #: XXX-XX-XXXX  
RESIDENCE:

[ADDRESS]

[ADDRESS]

[ADDRESS]

Dear Sir/Madam:

The Public Administrator of New York County is administering the estate of the above-named decedent. It is our understanding that you may have paid the decedent's funeral expenses. If you wish to file a claim against the estate for the reimbursement of the funeral expenses, please submit the following:

- 1) A Claim Affidavit (form enclosed), completed and signed before a Notary Public.
- 2) A copy of the canceled check(s), front and back.
- 3) A copy of the itemized funeral bill marked: "Paid in Full."
- 4) If a grave was purchased, a deed, which must read in the name of the decedent. If the deed is in another name, it must be changed by the cemetery authorities before the estate can pay the claim.
- 5) If there was a grave opening, a cemetery receipt for the opening.

In the event that you do not wish to file a claim, please let us know in writing. If we do not receive these documents within 30 days, we will assume that you do not wish to file a claim. If you have any questions, please call the undersigned at (212) 788 8XXX.

Thank you for your cooperation.

Very truly yours,

[FILE MANAGER'S NAME] for the  
Public Administrator

(Enclosure)

Public Administrator County of New York  
31 Chambers Street, Suite 311  
New York, New York 10007  
(212) 788-8430 • Fax: (212) 385-0220  
[www.nycountypa.com](http://www.nycountypa.com)

State of New York, }  
County of New York, } ss. :

being duly sworn, doth depose and says that he resides at .....  
that the estate of..... is indebted to deponent.....  
in the sum of..... dollars  
as specified in the annexed account; that the said sum is now justly due to this deponent.....  
.....that no payment has been made thereon, and that there are no offsets against the same to  
the knowledge of this deponent, and the same is not secured by judgment or mortgage upon or expressly  
charged on the real estate of the deceased or any part thereof; and that no note has been given for the same.

Sworn to before me, this..... }  
day of.....201 }  
.....

.....Notary Public, New York County.