

**Date:** [Insert Date]

**To:** [Bank Name]

**Branch Address:** [Insert Branch Address]

**City/State/Zip:** [Insert City, State, Zip]

**Subject: Appointment of Estate Account Administrator for the Estate of [Deceased Name]**

Dear Estate Services Department,

This letter serves to formally notify you that [Administrator Name] has been legally appointed as the Administrator / Executor for the Estate of [Deceased Full Name], who passed away on [Date of Death].

Attached to this letter, please find the certified copies of the following documents for your records:

- Death Certificate of the Deceased
- Letters of Administration / Letters Testamentary issued by [Name of Probate Court]
- Valid Government-Issued Photo Identification of the Administrator
- Taxpayer Identification Number (EIN) for the Estate

As the authorized representative, [Administrator Name] requests the following actions regarding the accounts of the deceased:

1. The formal transfer or closing of account number(s): [List Account Numbers].
2. The opening of a new Estate Account under the name: "The Estate of [Deceased Name]."
3. Full access to account statements and transaction history for probate accounting purposes.

Please update your records to reflect [Administrator Name] as the sole authorized signatory for all matters pertaining to this estate. All future correspondence should be mailed to the address provided below.

Sincerely,

---

**[Administrator Signature]**

[Administrator Printed Name]

[Mailing Address]

[Phone Number]

[Email Address]