

[Full Name of Executor]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

**RE: Authorization for Estate Account Access - Estate of [Deceased Full Name]**

To the Estate Department Manager,

I am writing to formally notify you that I have been appointed as the Executor/Administrator of the Estate of [Deceased Full Name], who passed away on [Date of Death].

As the legal representative of the estate, I am requesting full access to the following accounts held at your institution:

- Account Type: [e.g., Checking/Savings/CD] - Account Number: [Last 4 digits]
- Account Type: [e.g., Checking/Savings/CD] - Account Number: [Last 4 digits]

I am authorizing [Bank Name] to provide me with all necessary account information, including current balances, historical statements, and a list of outstanding checks or pending transactions. Furthermore, I request the transition of these assets into a formal Estate Account under the Taxpayer Identification Number (TIN/EIN) provided below.

Enclosed with this letter, please find the following supporting documentation:

- Certified Copy of the Death Certificate
- Court-issued Letters Testamentary / Letters of Administration
- Copy of my Government-issued Photo ID
- IRS Form SS-4 (Confirmation of Estate EIN)

Please let me know if there are any additional forms or procedures required to finalize this access. I can be reached at [Phone Number] or [Email Address].

Thank you for your prompt assistance in this matter.

Sincerely,

[Signature]

[Printed Name]

Executor/Administrator for the Estate of [Deceased Full Name]