

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Intent to Open an Estate Account for [Deceased Full Name]

To the Estate Department,

I am writing to formally notify you of the passing of [Deceased Full Name], who passed away on [Date of Death]. At the time of death, the deceased held accounts with your institution under account number(s) [List Account Numbers if known].

I have been appointed as the [Executor / Administrator / Personal Representative] of the Estate. I intend to open a new Estate Account to manage the assets, pay necessary debts, and distribute the remaining funds according to the law.

Please find the following documents attached to this letter for your review:

- Certified Copy of the Death Certificate
- Letters Testamentary or Letters of Administration
- IRS Form SS-4 (Employer Identification Number for the Estate)
- Copy of my Government-Issued Photo ID

Please let me know if there are additional forms required by your institution or if I need to schedule an appointment to complete the account opening process.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title: Executor/Administrator for the Estate of Deceased Name]