

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Financial Institution Name]  
[Estate/Bereavement Department Address]  
[City, State, Zip Code]

**RE: Notice of Death and Request for Estate Information**

Account Holder Name: [Deceased's Full Name]  
Account Number(s): [List Account Number(s) if known]  
Date of Death: [Date]

To Whom It May Concern,

I am writing to formally notify you of the passing of the above-named account holder. I have been appointed as the [Executor / Administrator / Legal Representative] for the estate of the deceased.

Please find enclosed a certified copy of the death certificate for your records. I request that you immediately freeze the accounts listed above to prevent any further automated transactions or unauthorized access.

Furthermore, I request that you provide the following information regarding the accounts:

- Current balance as of the date of death.
- A list of any outstanding checks or pending transactions.
- The requirements and necessary forms to transition these accounts into an Estate Account or to distribute the funds to the designated beneficiaries.

Please inform me if you require additional documentation, such as Letters Testamentary or Letters of Administration, to proceed with this request. I look forward to your prompt assistance in this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]

Enclosures: [List enclosed documents, e.g., Copy of Death Certificate]