

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

[Date]

[Bank or Financial Institution Name]  
[Department Name, e.g., Deceased Estates Department]  
[Branch Address]  
[City, State, Zip Code]

**RE: Request for Account Balance Statement for the Estate of [Deceased's Full Name]**

To Whom It May Concern,

I am writing to you in my capacity as the [Executor / Administrator / Next of Kin] for the estate of [Deceased's Full Name], who passed away on [Date of Death].

I am currently in the process of identifying and valuing the assets of the estate. I kindly request a formal statement of the balance(s) as of the date of death for the following account(s) held at your institution:

- Account Number: [Account Number 1]
- Account Number: [Account Number 2]
- [List any other known accounts or safety deposit boxes]

Please include any accrued interest up to the date of death and information regarding any outstanding liabilities or fees associated with these accounts.

I have enclosed the following documents for your records:

- Certified copy of the Death Certificate
- Certified copy of the Letters Testamentary / Letters of Administration
- Copy of my government-issued photo identification

Please send the requested information to the address listed above. If you require any further documentation or have specific forms that need to be completed, please let me know at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]