

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

[Date]

[Bank Manager's Name]  
[Bank Name]  
[Branch Address]

**RE: Request to Open Deceased Estate Account for [Deceased's Full Name]**

Dear Bank Manager,

I am writing to formally request the opening of a Deceased Estate Account for the late [Deceased's Full Name], who passed away on [Date of Death].

I have been appointed as the [Executor/Administrator] of the estate. Please find the following supporting documents attached to this request:

- Certified copy of the Death Certificate
- Certified copy of the Letters of Testamentary / Letters of Administration
- Certified copy of my Identification (Driver's License or Passport)
- Tax Identification Number (TIN/EIN) for the Estate

I wish to open this account to manage the collection of assets and the payment of debts associated with the estate. Please advise on any additional forms or internal procedures required to finalize the account opening.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Executor/Administrator] of the Estate of [Deceased's Name]