

[Your Name/Executor Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank or Financial Institution Name]

[Department Name]

[Address]

[City, State, Zip Code]

**RE: Verification of Employer Identification Number (EIN) for the Estate of [Deceased Person's Full Name]**

To Whom It May Concern,

I am writing to provide formal verification of the Federal Tax Identification Number (also known as the Employer Identification Number or EIN) for the Estate of [Deceased Person's Full Name].

As the court-appointed Executor/Administrator of this estate, I have obtained the following identification number from the Internal Revenue Service (IRS) for the purpose of managing estate assets and filing necessary tax returns:

**Estate Name:** Estate of [Deceased Person's Full Name]

**Tax Identification Number (EIN):** [XX-XXXXXXX]

**Date of Death:** [Date]

Attached to this letter, please find a copy of the following documents for your records:

1. The IRS Confirmation Letter (SS-4) assigning the EIN.
2. A certified copy of the Letters Testamentary or Letters of Administration.
3. A copy of the Death Certificate.

Please update your records accordingly to ensure all interest-bearing accounts and tax reporting associated with this estate reflect this EIN rather than the decedent's Social Security Number.

If you require any further documentation or have questions, please contact me directly at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

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