

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

[Financial Institution Name]
[Department Name, e.g., Estate Department]
[Institution Address]

**RE: Request for Release of Assets for [Deceased's Full Name]
Account Number(s): [List Account Numbers]**

To Whom It May Concern,

I am writing to formally notify you of the passing of [Deceased's Full Name], who passed away on [Date of Death]. I am writing in my capacity as the [Your Relationship to Deceased, e.g., Executor, Administrator, or Next of Kin] of the estate.

I request the formal release and transfer of all assets held in the above-referenced accounts. Please find the following documents enclosed as required for this process:

- Certified copy of the Death Certificate
- Certified copy of the Letters Testamentary or Letters of Administration
- Copy of my government-issued photo identification
- [List any other required forms, e.g., Affidavit of Domicile]

Please transfer the funds and assets in the following manner: [Specify instructions, e.g., Issue a check to "The Estate of...", or transfer to account number XXXXX].

If there are any further forms or information required to complete this request, please contact me at your earliest convenience. Thank you for your assistance in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]