

[Date]

[Estate Representative Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Re: Notice of Account Freeze

Deceased Account Holder: [Full Name of Deceased]

Account Number(s): [Last 4 Digits of Account Numbers]

Dear [Estate Representative Name],

Please accept our condolences for your loss.

This letter serves as formal confirmation that [Financial Institution Name] has placed a formal administrative freeze on the accounts listed above following the notification of the death of [Full Name of Deceased].

To ensure the security of the estate, the following actions have been taken:

- All outgoing transfers, withdrawals, and check clearings have been suspended.
- All debit cards and online banking access associated with these accounts have been deactivated.
- Automated recurring payments (ACH) have been stopped.

To begin the process of releasing these funds or transferring ownership to the estate, please provide the following documents:

- A certified copy of the Death Certificate.
- Letters Testamentary or Letters of Administration naming the Executor/Administrator.
- Valid government-issued photo ID for the Estate Representative.

If you have any questions, please contact our Estate Department at [Phone Number] or visit your local branch.

Sincerely,

[Sender Name]

[Title]

[Financial Institution Name]