

[Your Name/Executor Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Financial Institution Name]

[Estate/Legal Department Address]

[City, State, Zip Code]

RE: Notification of Death for [Deceased Person's Full Name]

Account Number(s): [List Account Numbers if known]

To Whom It May Concern,

Please accept this letter as formal notification of the passing of [Deceased Person's Full Name], who held the above-referenced account(s) with your institution. [He/She/They] passed away on [Date of Death].

I am writing to you in my capacity as [Executor / Administrator / Next of Kin / Named Beneficiary].

Please find enclosed a certified copy of the death certificate. At this time, I request that you:

- Flag or freeze the accounts to prevent unauthorized transactions.
- Provide a current statement of assets and balances for all accounts held by the deceased.
- Advise on the specific requirements and documentation needed to settle or transfer these accounts.

Please direct all future correspondence regarding this estate to my attention at the address listed above.

Thank you for your assistance in this matter. I look forward to hearing from you regarding the next steps.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Certified Copy of Death Certificate