

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

[Date]

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

RE: Safe Deposit Box Number: [Box Number]
Account Holder: [Deceased Person's Full Name]
Date of Death: [Date]

To the Branch Manager,

I am writing to formally notify you of the passing of [Deceased Person's Name], who held the safe deposit box referenced above at your branch.

I am the [Your Relationship to Deceased, e.g., Executor, Next of Kin, or Administrator] of the estate. I have attached a certified copy of the death certificate for your records.

I am requesting information regarding the procedure to:

- Access the box to locate a Last Will and Testament or life insurance policies.
- Perform an inventory of the contents.
- Close the account and remove the contents.

Please find the following documents enclosed:

- Copy of the Death Certificate
- [Copy of Letters Testamentary / Letters of Administration, if applicable]
- [Copy of my Photo Identification]

Please let me know if there are specific bank forms I need to complete or if an appointment is required to access the box. You can reach me at [Your Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]