

[Bank Name]
[Bank Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Inquirer Name]
[Inquirer Address]
[City, State, Zip Code]

RE: Account Inquiry for [Deceased Person's Full Name]
Account Number (Partial): [XXXX-XXXX-1234]

Dear [Inquirer Name],

We are writing in response to your inquiry regarding the account balance of the deceased individual mentioned above.

At this time, our records indicate the total balance for the account(s) is: \$[Amount].

Please be advised that these funds can only be released upon receipt of the following documentation:

- A certified copy of the Death Certificate.
- Letters Testamentary or Letters of Administration issued by the Probate Court.
- Valid government-issued photo identification of the Executor or Administrator.
- [Additional Requirement if applicable]

Once these documents are received and verified, we will be able to process the distribution of the remaining funds in accordance with legal requirements and bank policy.

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

Sincerely,

[Signature]
[Name of Bank Representative]
[Title/Department]