

[Date]

[Estate Representative Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Account Status Confirmation for [Deceased Person's Full Name]

Dear [Estate Representative Name],

We are writing to provide the requested status confirmation for the accounts held by the late [Deceased Person's Name], who passed away on [Date of Death].

As of [Current Date], our records indicate the following account information:

- **Account Type:** [e.g., Checking/Savings/CD]
- **Account Number:** [Last 4 Digits of Account Number]
- **Current Balance:** \$[Amount]
- **Account Status:** [e.g., Frozen / Pending Estate Settlement]

To proceed with the distribution or closure of these funds, the following documents are still required:

- [e.g., Certified Copy of Death Certificate]
- [e.g., Letters of Administration / Letters Testamentary]
- [e.g., Notarized Small Estate Affidavit]
- [e.g., Government Issued ID of the Beneficiary/Executor]

Please note that no further withdrawals or debits will be permitted until the legal settlement process is completed. If there are outstanding checks or automatic payments, please contact us immediately to prevent returned item fees.

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

Sincerely,

[Staff Name/Department Name]

[Bank/Financial Institution Name]