

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Department Name, e.g., Estate Department]

[Address Line 1]

[City, State, Zip Code]

**RE: Verification of Estate Administrator for [Deceased Person's Full Name]**

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

**Date of Death: [Date]**

To Whom It May Concern,

I am writing to formally notify you of the passing of the above-named depositor and to verify the legal authority regarding the administration of their estate.

Please be advised that [Name of Administrator] has been officially appointed as the [Executor/Administrator/Personal Representative] of the Estate of [Deceased Person's Full Name]. This appointment was granted by the [Name of Probate Court] in [County, State] under Case Number [Case Number].

Enclosed with this letter, please find the following supporting documentation:

- Certified copy of the Death Certificate.
- Certified copy of the Letters Testamentary or Letters of Administration.
- A copy of the Administrator's government-issued photo identification.

As the authorized representative, I request that you provide a comprehensive date-of-death valuation for all accounts held by the decedent, including checking, savings, certificates of deposit, and safe deposit boxes. Furthermore, please provide instructions on the requirements to transfer these funds to the formal Estate Account.

Should you require any additional information or specific bank forms to complete this verification process, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title, e.g., Attorney for the Estate / Executor]