

Date: [Insert Date]

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

Subject: Authorization for Release of Deceased Depositor Funds

Dear Manager,

I am writing to formally request the release of funds held in the account(s) of the deceased depositor, [Name of Deceased], who passed away on [Date of Death].

The details of the account(s) are as follows:

- Account Holder Name: [Full Name of Deceased]
- Account Number(s): [Insert Account Numbers]

I am making this request in my capacity as the [Executor / Administrator / Legal Heir / Next of Kin]. Please find the following supporting documents attached to this letter:

- Certified Copy of the Death Certificate
- Letters Testamentary / Letters of Administration
- Valid Government-Issued Photo ID of the Claimant
- [List any other required documents, e.g., Small Estate Affidavit]

Please transfer the remaining balance, including any accrued interest, via the following method:

[Insert Payment Instructions: e.g., Issuance of a Check or Wire Transfer details]

If there are any additional forms required or further steps I need to take, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Current Address]