

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Estate of [Deceased Account Holder Name]

Account Number: [Last 4 Digits of Account Number]

Dear [Recipient Name],

We extend our deepest condolences for your loss.

This letter is in response to your inquiry regarding the accounts held by the deceased depositor. To protect the privacy and security of our clients, we require specific documentation to verify your authority to receive information or act on behalf of the estate.

To proceed, please provide the following documents:

- A certified copy of the Death Certificate.
- Official Letters of Administration or Letters Testamentary issued by the Probate Court.
- A valid government-issued photo ID of the Executor or Administrator.
- The Estate's Tax Identification Number (EIN).

Once these documents have been received and verified by our legal department, we will be able to provide the account balances and instructions for the distribution of funds.

Please mail the documents to the address below or visit your local branch:

[Bank Name]

Attn: [Department Name]

[Mailing Address]

If you have any questions, please contact our Estate Processing Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Your Name/Department]

[Bank Name]