

Date: [Insert Date]

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

Re: Safe Deposit Box Inquiry for [Deceased Name]

Dear [Recipient Name],

We have received your inquiry regarding the safe deposit box held by [Deceased Name], who passed away on [Date of Death]. Please accept our condolences for your loss.

To proceed with your request for access or information regarding this safe deposit box, the following documentation is required under state law and bank policy:

- A certified copy of the Death Certificate.
- Letters Testamentary or Letters of Administration naming the Executor/Administrator of the Estate.
- A valid government-issued photo ID for the authorized representative.
- The original key(s) to the safe deposit box (if available).

Once these documents are received and verified, we will schedule an appointment for the box to be opened. Please note that if no keys are available, a fee will be charged for a professional locksmith to drill the lock.

If you have any questions, please contact our branch at [Phone Number] or visit us during business hours.

Sincerely,

[Your Name/Signature]
[Your Title]
[Bank Name]