

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Financial Institution]

[Department Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Verification of Estate Representative for [Deceased Full Name]
Estate Account/Reference Number: [Account Number, if known]**

To Whom It May Concern,

This letter serves to formally verify that [Representative Full Name] has been legally appointed as the authorized representative for the Estate of [Deceased Full Name], who passed away on [Date of Death].

The representative is acting in the capacity of [Executor / Administrator / Personal Representative], as evidenced by the attached legal documentation (Letters Testamentary or Letters of Administration) issued by the [Name of Probate Court] in [County, State] under Case Number [Case Number].

In this capacity, [Representative Full Name] is authorized to:

- Access and manage all accounts held by the deceased.
- Request financial statements and historical records.
- Liquidate assets and pay estate liabilities.
- Inquire about any insurance policies or pension benefits.

Please update your records to reflect this appointment and direct all future correspondence regarding this estate to the representative at the following address:

[Representative Name]

[Representative Mailing Address]

[Phone Number]

Enclosed please find a certified copy of the death certificate and the court-issued appointment papers. If you require any further documentation to process this request, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Relationship to Estate]