

Executor Appointment Confirmation

Date: [Insert Date]

[Executor's Name]

[Executor's Address]

[City, State, ZIP Code]

Dear [Executor's Name],

We are writing to formally confirm your appointment as the executor of the estate of [Deceased's Name], who passed away on [Date of Death]. Your responsibilities include managing the estate, ensuring debts are settled, and distributing assets according to the will.

We appreciate your willingness to take on this important role during this time. Please feel free to reach out if you have any questions or require further assistance.

Thank you for your commitment.

Sincerely,

[Your Name]

[Your Position]

[Firm/Organization Name]

[Contact Information]