

# Executor of Estate Appointment Confirmation

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

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

Dear [Recipient's Name],

I am writing to confirm my appointment as the executor of the estate of [Deceased's Name], who passed away on [Date of Death]. I accept the responsibility of managing the estate in accordance with the terms of the will and applicable laws.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information regarding my duties and responsibilities.

Thank you for your trust in me to carry out these important responsibilities.

Sincerely,

[Your Name]