

Executor of Estate Authorization Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Name], am writing to formally request authorization to serve as the executor of the estate of [Deceased's Name], who passed away on [Date of Death]. This request is made in accordance with the last will and testament of the deceased, dated [Will Date].

As the appointed executor, I am prepared to fulfill all responsibilities associated with the administration of the estate, including managing assets, settling debts, and distributing inheritances to beneficiaries as outlined in the will.

Attached to this letter are the following documents to support my request:

- Copy of the Death Certificate
- Copy of the Last Will and Testament
- Proof of Identity

Please let me know if you require further information or additional documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending by mail)]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]