

Letter of Acceptance of Executor Duties

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 formally accept the appointment as the executor of the estate of [Deceased's Name], who passed away on [Date of Death]. I am grateful for the trust placed in me to fulfill these responsibilities.

I understand that my duties will include managing the estate's assets, settling debts and taxes, and distributing the remaining assets to the beneficiaries as outlined in [Deceased's Name]'s will. I am committed to carrying out these responsibilities with diligence and in accordance with the law.

If there are any immediate tasks or documents that require my attention, please do not hesitate to inform me. I appreciate your guidance and support during this process.

Thank you once again for this opportunity. I look forward to working with you to honor [Deceased's Name]'s wishes.

Sincerely,

[Your Name]