

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the establishment of an estate account for the late [Deceased's Name], who passed away on [Date of Death]. As the [your relationship to the deceased, e.g., executor, beneficiary], I would like to gather information about the necessary procedures and documentation required to set up this account.

Could you please provide me with the following information:

- Required documentation for account establishment
- Any specific forms or applications that need to be completed
- Information on fees or minimum balances, if applicable
- Timeline for the account setup process

Thank you for your assistance. I look forward to your prompt response so we can ensure the estate is managed properly in accordance with [Deceased's Name]'s wishes.

Sincerely,

[Your Name]