

Estate Account Initiation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the initiation of an estate account on behalf of the estate of [Deceased's Full Name], who passed away on [Date of Death]. As the appointed executor/administrator of the estate, I am seeking to establish this account to manage and disburse the assets in accordance with the applicable laws and the wishes of the deceased.

Please find enclosed the necessary documentation, including:

- Death Certificate
- Executor/Administrator Appointment Document
- [Any other relevant documents]

I would appreciate your guidance on any further requirements to proceed with opening this account. Should you need to discuss this matter or require additional documents, please feel free to contact me at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]