

# Estate Account Setup Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Bank/Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the establishment of an estate account for the estate of [Deceased's Name], who passed away on [Date of Death]. As the appointed executor/administrator of the estate, I am responsible for managing the financial affairs and distribution of assets according to the will.

Please find enclosed the necessary documents to facilitate the opening of the estate account, including:

- Death Certificate
- Will or Letters Testamentary
- Identification Proof of the Executor/Administrator
- Tax Identification Number for the Estate

I would appreciate your prompt attention to this matter. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

Executor/Administrator of the Estate of [Deceased's Name]