

# Joint Account Conversion for Estate Management

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request for Joint Account Conversion for Estate Management

Dear [Bank Manager's Name],

I am writing to formally request the conversion of our joint account [Account Number] into an estate management account due to the recent passing of [Deceased Name], my [relationship to deceased].

As the surviving account holder, I would like to proceed with the necessary steps to manage the account in accordance with [Deceased Name]'s estate plans. Please provide me with the required documentation and information needed to complete this process.

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

Sincerely,

[Your Signature]  
[Your Printed Name]