

Appointment of Estate Administrator

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 appoint you as the administrator of the estate of [Deceased's Name] who passed away on [Date of Death]. As the appointed estate administrator, you will be responsible for managing the estate, ensuring all debts and taxes are paid, and distributing the remaining assets according to the will.

Your appointment will be effective immediately upon receipt of this letter. Please acknowledge your acceptance of this appointment by signing and returning a copy of this letter.

Thank you for your attention to this important matter, and I trust you will manage the estate with the utmost care and diligence.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Relationship to the Deceased]