

# Executor Service Offer Acceptance Letter

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]

## **Subject: Acceptance of Executor Service Offer**

Dear [Recipient's Name],

I am writing to formally accept your offer for executor services related to the estate management of [Estate Name or Deceased's Name]. After reviewing the terms and conditions outlined in your proposal dated [Proposal Date], I believe your expertise aligns perfectly with my needs for effective management of the estate.

Please confirm the acceptance and provide any further documentation that needs to be completed. I am looking forward to working together to ensure a smooth administration of the estate.

Thank you for your professionalism and support.

Sincerely,

[Your Name]