

Acceptance of Executor Service Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Executor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Acceptance of Executor Service Offer

Dear [Executor's Name],

I am writing to formally accept your offer for executor services as outlined in your correspondence dated [Insert Date of Offer]. I appreciate the detailed information provided and am confident in your ability to handle the financial administration of my estate.

As discussed, the scope of work includes:

- Management of financial accounts
- Preparation of tax filings
- Distribution of assets
- Regular reporting to beneficiaries

I confirm my agreement to the terms and conditions specified, including the fee structure and timelines. Please proceed with the necessary arrangements, and do not hesitate to reach out if you require further documentation or information from my side.

Thank you for your professionalism and support. I look forward to working together to ensure a smooth administration process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]