

# Request for Bank Account Name Change

Date: \_\_\_\_\_

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address],  
[City, State, Zip Code]

Subject: Request for Change of Account Name for Estate Purposes

Dear Sir/Madam,

I am writing to request a change of the account name associated with the bank account No. [Account Number], held at your branch. This request is being made due to the recent passing of [Deceased's Name], the account holder, whose estate I am administering as the executor.

I kindly ask that the account be changed from [Current Account Holder's Name] to [New Account Holder's Name], which is necessary for the appropriate management of the estate in accordance with legal requirements.

Attached are the necessary documents to facilitate this request:

- Death Certificate of [Deceased's Name]
- Will/Letter of Administration
- Proof of identity for the new account holder

I appreciate your prompt attention to this matter, and I look forward to your confirmation of the name change at your earliest convenience.

Thank you for your assistance.

Sincerely,

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