Inheritance Account Setup Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Financial Institution's Name]

[Financial Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the setup of an inheritance account on behalf of the estate of [Deceased Person's Name], who passed away on [Date of Death]. As the executor/administrator of the estate, I am responsible for managing and distributing the assets according to the deceased's wishes and the applicable laws.

To facilitate this process, please find enclosed the following documents:

- Copy of the death certificate
- Copy of the will (if applicable)
- Executor's identification
- Completed account application form

We would like to establish the account under the name of "[Estate Name]". Please advise if there are any other documents or information required to proceed with this request.

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

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]