

Heartfelt Death Notification to Financial Institution

Subject: Death Notification and Account Access Request

Dear Customer Service Manager,

I hope you understand the sensitivity of this message. I am writing to inform you of the death of [Deceased's Full Name], who held account number [Account Number] with your institution.

[He/She] passed away on [Date of Death], and I am [Relationship] serving as [Executor/Administrator] of [his/her] estate. I need to understand the process for accessing the account and claiming any funds.

I have the following documentation available:

- Death certificate
- Letters of administration/testamentary
- Proof of my identity
- Copy of will (if applicable)

Please advise me on your institution's procedures for handling deceased account holders' assets and what additional documentation may be required.

This has been an incredibly difficult time for our family, and I would greatly appreciate your guidance and support through this process.

Please contact me at [Phone Number] or [Email Address] at your earliest convenience.

Thank you for your understanding and assistance.

Warm regards,

[Your Full Name]

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