

Estate Account Authorization Letter

Subject: Estate Account Management Authorization

Dear Estate Services Department,

I, [Your Name], as the court-appointed executor/administrator of the estate of [Deceased's Name], request authorization to manage the deceased's bank account [Account Number].

The account holder passed away on [Date of Death]. I am legally authorized to handle all estate matters as evidenced by the attached court documents.

Required banking services include:

- Account balance verification
- Transaction history review
- Bill payment for estate obligations
- Asset transfer preparation
- Account closure procedures

Enclosed documents:

- Death certificate (certified copy)
- Letters of administration/testamentary
- Court appointment verification
- My identification and signature specimen

I understand the sensitive nature of estate banking and appreciate your professional assistance during this difficult time.

Please contact me at [Phone] to schedule an appointment for account review.

Respectfully submitted,

[Your Name]

Executor/Administrator

[Date]

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