

Date: _____

Administrator of Estate

Name: _____

Address: _____

City/State/Zip: _____

To Whom It May Concern,

This letter is to inform you of the death of:

Name: _____

Address: _____

City/State/Zip: _____

Enclosed is a certified copy of the death certificate and documents regarding my role in the estate. You have been asked to serve as administrator of the estate. Please contact me regarding your willingness to assume this responsibility.

If you are willing to assume this position, we will need to arrange a meeting for us to discuss the estate matters in greater detail. Should you need any further information, please feel free to contact me (contact details below).

Sincerely Yours,

My Contact Information

Name: _____

Relationship to Deceased: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____