

Date: _____

Bank Name: _____

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: _____

SSN: _____

According to the records we have available to us, the deceased has the following accounts with your institution:

Type of Account	Account Number
_____	_____
Type of Account	Account Number
_____	_____
Type of Account	Account Number
_____	_____

Enclosed is a certified copy of the death certificate and evidence of my relationship with the deceased. Please inform me of all accounts and other items, including safe deposit boxes, held by the deceased. All information should be mailed to the address below. Your prompt attention to this matter will be greatly appreciated.

Sincerely Yours,

My Contact Information

Name: _____

Relationship to Deceased: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____