

11/11/11

Dear Sir,
I am writing to you regarding the matter of the late Mr. [Name], who passed away on [Date]. I am the executor of his estate and am currently in the process of settling his affairs. I have reviewed the records of the [Institution] and have noted the [Details]. I am sure that you will be able to provide me with the information I need to complete the necessary paperwork. Please let me know if you have any questions or if there is anything I can do to assist you. Thank you for your time and attention.

[Name]
[Address]
[City, State, Zip]

Very truly yours,
[Signature]

[Name]
[Address]
[City, State, Zip]