

Letter of Administration Request

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Probate Court or Relevant Authority]

[Address]

[City, State, Zip Code]

Subject: Request for Letter of Administration

To Whom It May Concern,

I am writing to formally request a Letter of Administration for the estate of [Name of deceased], who passed away on [Date of death]. The deceased was domiciled at [Address of deceased], in the [City/County/State] of [Location].

As [Your Relationship to the deceased], I believe it is necessary to obtain a Letter of Administration to properly administer the deceased's estate. To the best of my knowledge, the deceased did not leave a valid will, and therefore, there is a need for the appointment of an administrator.

I have attached the required documents, including the death certificate of the deceased, to support this request. Additionally, I am prepared to fulfill all duties and responsibilities as the administrator of the estate in accordance with the applicable laws and regulations.

I understand the importance of administering the estate efficiently and fairly, and I am committed to ensuring that all assets are properly managed and distributed, and all debts and liabilities are settled.

Please consider this request at your earliest convenience. If there are any additional documents or information required, please do not hesitate to contact me.

Thank you for your attention to this matter.

Yours sincerely,

[Your Full Name]

[Your Signature (if sending by mail)]

