

Lindenbrook & Co. - Estates Practice

22 Harbour Lane, Estate Chambers

LCR/EST/2025/12

SCANNED

Estate Services

Date: October 11, 2025

Notification of Estate Administrator Appointment

Please be advised that our client has been appointed as the Administrator of an estate by competent authority. This notification is provided to inform your office of the appointment and to request the steps necessary to permit the Administrator to review account balances, submit claims for funeral or administrative expenses, and initiate transfers in accordance with probate dispositions. The Administrator will present certified appointment documents and identification as required under your verification procedures. We ask that you provide a checklist of required documents to effectuate access for the Administrator, and confirm any waiting periods or holds that apply to disbursements pending probate clearance. This communication is procedural in nature and is not a demand for immediate disbursement absent compliance with your established policies. We appreciate confirmation of the contact person assigned to this matter.



Attorney for the Client