

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name or Clerk of Court]  
[Name of Probate Court]  
[Court Address]  
[City, State, Zip Code]

**RE: Estate of [Deceased's Full Name], Case No: [Case Number if known]**

Dear [Recipient Name or Clerk of Court],

I am writing to formally request appointment as the Administrator of the Estate of [Deceased's Full Name], who passed away on [Date of Death] in [City/County of Death].

The primary purpose of this appointment is to pursue a wrongful death claim on behalf of the estate and the legal beneficiaries. To my knowledge, the decedent died intestate (without a will). As the [Your Relationship, e.g., Spouse/Child/Parent] of the deceased, I am a qualified party to serve in this capacity under [State] law.

Enclosed with this letter are the following documents for your review:

- A certified copy of the Death Certificate.
- A formal Petition for Letters of Administration.
- [List any other required documents, such as a Bond or Waivers].

I request that the court issue Letters of Administration specifically granting the authority to investigate, file, and settle legal actions related to the wrongful death of the decedent.

Please notify me of the hearing date or any additional requirements necessary to finalize this appointment. Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Your Printed Name]