Letter of Instruction: Digital Assets and Accounts

To: My Family, Executor, and Legal Representatives

Date: [Date]

This letter provides instructions and information regarding my digital assets and online accounts. This document is not my formal Will, but it is intended to assist my Executor in identifying and managing my digital presence after my passing or in the event of my incapacity.

1. Primary Contact Information

The login credentials for my primary computer and smartphone are as follows:

- **Device:** [e.g., MacBook Pro] - **Passcode:** [Passcode]
- **Device:** [e.g., iPhone] - **Passcode:** [Passcode]

2. Master Password / Password Manager

I use a password manager to store the majority of my login credentials.

- **Provider:** [e.g., LastPass, 1Password, Dashlane]
- **Master Password Location/Hint:** [Location or Hint]

3. Email Accounts

These accounts are often used for password resets and identity verification:

- **Primary Email:** [Email Address]
- **Secondary Email:** [Email Address]

4. Financial and Cryptocurrency Assets

- **Online Banking:** [Bank Name]
- **Investment Accounts:** [Brokerage Name]
- **Cryptocurrency Wallets/Exchanges:** [e.g., Coinbase, Ledger]
- **Recovery Seed Phrases Location:** [Location of physical backup]

5. Social Media and Communication

My wishes for these accounts (e.g., Memorialize, Delete) are:

- **Facebook:** [Instruction]
- **Instagram:** [Instruction]
- **LinkedIn:** [Instruction]
- **Other:** [Account Name / Instruction]

6. Cloud Storage and Digital Media

Photos, documents, and personal files are stored at:

- **Service:** [e.g., iCloud, Google Drive, Dropbox]
- **Instruction:** [e.g., Please download all family photos before closing the account]

7. Subscription Services

The following recurring subscriptions should be cancelled:

- [Service Name]
- [Service Name]

8. Special Instructions

[Insert any specific messages regarding private files, business domains, or digital intellectual property here.]

Signature: _____

Printed Name: [Your Full Name]