

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Probate Referee Name]
[Referee Office Address]
[City, State, Zip Code]

RE: Estate of [Deceased Person's Full Name]
Case Number: [Court Case Number]
Subject: Instruction for Safe Deposit Box Inventory

Dear [Probate Referee Name],

In my capacity as the court-appointed [Executor/Administrator/Personal Representative] for the above-referenced estate, I am writing to formally request your services to conduct an inventory and appraisal of the contents of a safe deposit box belonging to the decedent.

The details regarding the location of the safe deposit box are as follows:

- **Financial Institution:** [Name of Bank]
- **Branch Address:** [Full Address of Branch]
- **Safe Deposit Box Number:** [Box Number]

Please contact me at your earliest convenience to coordinate a date and time for the viewing. I will ensure that the bank is notified and that access is granted in accordance with local probate codes and bank security protocols. I will also be present, or send a designated representative, to provide the necessary keys and witness the inventory process.

Enclosed please find a copy of my [Letters Testamentary / Letters of Administration] authorizing me to act on behalf of the estate.

I look forward to working with you to complete this requirement for the court. Thank you for your professional assistance.

Sincerely,

[Your Signature]

[Your Printed Name]