

In Washington state, **Letters Testamentary** (issued when there is a valid Will) and **Letters of Administration** (issued when there is no Will) are standardized legal documents provided directly by the Superior Court Clerk's office after a probate case is officially opened. Because these are issued exclusively under the court's official seal, you do not draft the final "Letters" yourself; instead, you submit a petition and a required oath, after which the clerk prints the official certificate.

The statutory language and formatting used for these documents are dictated by [Chapter 11.28 of the Revised Code of Washington \(RCW\)](#). Below are the standard samples and templates based on Washington probate law.

Sample 1: Letters Testamentary Template (With a Will)

This format mirrors the language outlined under RCW 11.28.090:

text

SUPERIOR COURT OF THE STATE OF WASHINGTON
FOR THE COUNTY OF [INSERT COUNTY NAME, e.g., KING]

Estate of:		NO. [Court Case Number]
[NAME OF DECEDENT],		LETTERS TESTAMENTARY
Deceased.		(RCW 11.28.090)

WHEREAS, the Last Will of [NAME OF DECEDENT], deceased, was on the ____ day of _____, 20__, duly exhibited, proven, and recorded in our said Superior Court; and

WHEREAS, it appears in and by said Will that [NAME OF PERSONAL REPRESENTATIVE] is appointed Executor/Executrix thereon; and

WHEREAS, said Personal Representative has duly qualified and taken the required Oath of Office;

NOW, THEREFORE, know all persons by these presents, that we do hereby authorize the said [NAME OF PERSONAL REPRESENTATIVE] to execute said Will according to law.

WITNESS my hand and the seal of said Court this ____ day of _____, 20__.

Clerk of the Superior Court

By: _____
Deputy Clerk

Use code with caution.

Sample 2: Letters of Administration Template (Without a Will)

This format represents an intestate estate (where the decedent died without a Will) under RCW 11.28.140:

text

SUPERIOR COURT OF THE STATE OF WASHINGTON
FOR THE COUNTY OF [INSERT COUNTY NAME, e.g., PIERCE]

Estate of:		NO. [Court Case Number]
[NAME OF DECEDENT],		LETTERS OF ADMINISTRATION
Deceased.		(RCW 11.28.140)

WHEREAS, [NAME OF DECEDENT], late of [County Name] County, State of Washington, died intestate (leaving no Will) on or about the ____ day of _____, 20__, leaving property in this state subject to administration; and

WHEREAS, [NAME OF ADMINISTRATOR] has petitioned the court, has been explicitly appointed by the Court as Administrator, and has duly qualified by filing a sworn Oath of Office and any required bond;

NOW, THEREFORE, know all persons by these presents, that we do hereby authorize the said [NAME OF ADMINISTRATOR] to administer the estate of said decedent according to law.

WITNESS my hand and the seal of said Court this ____ day of _____, 20__.

Clerk of the Superior Court

By: _____
Deputy Clerk

Use code with caution.

Key Requirements to Obtain These Letters

You cannot simply fill out these templates and use them; they must be generated by the court. To secure the finalized documents, you must complete the initial probate sequence:

1. **File a Petition:** Submit a formal [Petition for Probate / Letters of Administration](#) to the Superior Court Clerk.
2. **Obtain a Court Order:** Present your petition to an Ex Parte Commissioner or Judge to get a signed Order Appointing Personal Representative.
3. **File an Oath:** Take and sign a formal [Oath of Personal Representative](#) testifying under penalty of perjury that you will perform your duties legally.

4. **Pay the Clerk Fee:** Pay the required court filing fee (\$290), and buy certified copies of your Letters from the clerk for a small per-page fee (usually \$5 each). Banks and financial institutions will require these certified copies with the raised court seal to grant you access to accounts.

Where to Download Ready-to-Print Forms

Many Washington counties provide localized, downloadable Word and PDF templates for the background paperwork (like Petitions and Oaths). You can find comprehensive sets on community resource sites like [Washington Probate Forms](#) and county-specific document hubs like the King County Probates Portal.