

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

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

Subject: Request to Close Personal Account and Open Estate Account

Dear Bank Manager,

I am writing to formally request the closure of the personal bank account held by [Name of Deceased], who passed away on [Date of Death].

Account Details to be Closed:

Account Holder Name: [Name of Deceased]
Account Number: [Account Number]
Account Type: [e.g., Checking/Savings]

Simultaneously, I would like to request the opening of a new Estate Account in the name of: **The Estate of [Name of Deceased]**.

I have been appointed as the [Executor/Administrator/Personal Representative] for the estate. Please transfer the entire remaining balance from the aforementioned personal account into the newly created Estate Account once it is established.

I have enclosed the following documents for your records:

- Certified copy of the Death Certificate
- Letters Testamentary or Letters of Administration
- Employer Identification Number (EIN) for the Estate
- A copy of my government-issued identification

Please let me know if there are additional forms required to finalize this process. Thank you for your assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Executor/Administrator] for the Estate of [Name of Deceased]