

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

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

Subject: Request to Transfer Funds of Deceased Account Holder [Deceased's Full Name]

To the Estate Department / Branch Manager,

I am writing to you in my capacity as the [Executor / Administrator / Personal Representative] of the Estate of [Deceased's Full Name], who passed away on [Date of Death].

I am requesting the formal closure of the following account(s) held by the deceased and the transfer of all remaining funds into the newly established Estate Account:

- **Deceased's Account Number(s):** [List Account Numbers]
- **Estate Account Name:** [Name of Estate Account]
- **Estate Account Number:** [Account Number for Transfer]
- **Estate Account Routing Number:** [Routing Number]

Please find the following documents attached to facilitate this request:

- Certified copy of the Death Certificate
- Certified copy of the Letters Testamentary / Letters of Administration
- Copy of my government-issued identification
- [Any other bank-specific forms required]

Please notify me once the transfer is complete or if further documentation is required to finalize this transaction. Thank you for your assistance during this time.

Sincerely,

[Your Signature]

[Your Printed Name]
[Executor/Administrator] for the Estate of [Deceased's Full Name]