

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

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

RE: Request to Close Checking Account of [Deceased Person's Full Name]
Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally notify you of the passing of [Deceased Person's Name] on [Date of Death]. I have been appointed as the Executor/Personal Representative of the estate.

As the authorized representative, I am requesting that you close the checking account mentioned above effective immediately. Please issue a check for the remaining balance, including any accrued interest, payable to: "The Estate of [Deceased Person's Name]".

Please mail the final check and the closing statement to the following address:
[Mailing Address for the Estate Check]

Enclosed with this letter, please find the following required documents:

1. A certified copy of the Death Certificate.
2. A certified copy of the Letters Testamentary (or Letters of Administration).
3. A copy of my government-issued photo identification.

If there are any additional requirements or forms needed to finalize this request, please contact me at your earliest convenience.

Sincerely,

[Your Signature]
[Your Printed Name]
Executor for the Estate of [Deceased Person's Name]