

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Notice of Death and Request to Close Account(s)

Deceased Account Holder: [Full Name of Deceased]
Account Number(s): [List Account Number(s)]
Date of Death: [Date]

To Whom It May Concern,

I am writing to formally notify you of the passing of the account holder listed above. I have been appointed as the Executor/Personal Representative of the Estate of [Full Name of Deceased].

I request that you close the aforementioned account(s) and any other accounts held by the deceased at your institution. Please release the remaining funds, including any accrued interest, via a check made payable to: **The Estate of [Full Name of Deceased]**.

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

- A certified copy of the Death Certificate.
- Certified Letters Testamentary (or Letters of Administration) granting me the authority to act on behalf of the estate.
- A copy of my government-issued photo identification.

Please mail the final check and any closing statements to my address listed above. If there are additional forms or requirements needed to complete this request, please contact me at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
Executor for the Estate of [Full Name of Deceased]