

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

[Name of Financial Institution]  
[Department Name, e.g., Estate Department]  
[Institution Address]

**RE: Notice of Death and Request to Close Account**

**Account Holder Name:** [Full Name of Deceased]

**Account Number:** [Account Number]

**Date of Birth:** [Date of Birth of Deceased]

**Date of Death:** [Date of Death]

To Whom It May Concern,

I am writing to formally notify you of the passing of the account holder listed above. I am the [Your Relationship, e.g., Executor, Administrator, Next of Kin] of the deceased's estate.

Please take the following actions regarding the accounts held at your institution:

- Immediately freeze the account(s) to prevent any further automated withdrawals or charges.
- Close the account(s) listed above effective immediately.
- Disburse the remaining balance, including any accrued interest, via check made payable to: **[Name of Estate or Beneficiary]**.

I have enclosed the following required documents for your records:

- A certified copy of the Death Certificate.
- Letters Testamentary or Letters of Administration (appointing me as legal representative).
- A copy of my government-issued photo identification.

Please send the final closing statement and the balance check to the mailing address listed at the top of this letter. If you require any additional information or further documentation, please contact me directly at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]