

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

[Bank Manager Name or Department]
[Bank Name]
[Branch Address]

Subject: Request for Account Closure and Transfer of Funds - [Deceased's Full Name]

To Whom It May Concern,

I am writing to formally request the closure of the bank account(s) held by my late [Relationship, e.g., Father/Aunt], [Deceased's Full Name], who passed away on [Date of Death].

The account details are as follows:

- **Account Holder Name:** [Deceased's Full Name]
- **Account Number:** [Account Number]
- **Account Type:** [e.g., Savings/Checking]

I am the [Executor/Administrator/Next of Kin] for the estate. I request that the remaining balance in the aforementioned account, including any accrued interest, be transferred to the following account:

- **Bank Name:** [Your Bank Name]
- **Account Holder Name:** [Name on Receiving Account]
- **Account Number:** [Your Account Number]
- **Routing/IBAN:** [Your Routing or IBAN Number]

Please find the following documents attached for your verification:

- Certified Copy of the Death Certificate
- Grant of Probate / Letters of Administration
- Copy of my Government-Issued Identification
- [Any other required bank forms]

Please confirm once the transfer has been completed and the account has been officially closed. Should you require any further information, please contact me at the phone number or email listed above.

Thank you for your assistance during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]