

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

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

RE: Notice of Death and Request to Close Checking Account

To Whom It May Concern,

I am writing to formally notify you of the passing of [Name of Deceased], who held a checking account at your institution.

**Account Details:**

Account Holder Name: [Name of Deceased]  
Account Number: [Account Number]  
Social Security Number: [SSN of Deceased]  
Date of Death: [Date]

I have enclosed a certified copy of the death certificate for your records. I am the [Your Relationship to Deceased, e.g., Executor/Administrator/Next of Kin] of the estate and have also enclosed documentation authorizing me to handle these financial matters.

Please take the following actions regarding this account:

- Close the account effective immediately.
- Stop all automated payments or direct deposits.
- Issue a check for the remaining balance payable to "The Estate of [Name of Deceased]."

Please mail the final check and any closing statements to the following address:

[Address where check should be sent]

If you require any further documentation or information to process this request, please contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Signature]  
[Your Printed Name]

Enclosures: [Death Certificate, Letters Testamentary, Identification]