

To,
The Branch Manager,
[Bank Name],
[Branch Address]

Date: [Insert Date]

Subject: Request to close Fixed Deposit Account of late [Deceased Name]

Dear Sir/Madam,

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

The details of the Fixed Deposit account(s) are as follows:

- FD Account Number(s): [Insert Account Numbers]
- Customer ID: [Insert Customer ID if known]

I am the [Relationship, e.g., legal heir/nominee] of the deceased. I request you to close the aforementioned account(s) and transfer the maturity proceeds along with the accrued interest to the following bank account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Bank Name: [Your Bank Name]
- IFSC Code: [Your IFSC Code]

I have enclosed the following documents for your verification:

1. Certified copy of the Death Certificate.
2. Copy of the Fixed Deposit Receipt (FDR).
3. Copy of my Identity Proof (Aadhaar/PAN/Passport).
4. [Succession Certificate/Legal Heir Certificate/Nomination Form].

Please let me know if any further formalities are required to complete this process.

Yours faithfully,

(Signature)
[Your Full Name]
[Your Contact Number]
[Your Address]