

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

[Bank Manager's Name]
[Bank Name]
[Bank Branch Address]

Subject: Request to Close Savings Account of Deceased: [Deceased's Full Name]

Dear Bank Manager,

I am writing to formally notify you of the passing of [Deceased's Full Name], who held a savings account at your branch. I am the [Your Relationship to the Deceased, e.g., Executor, Administrator, Next of Kin] for the estate.

I request the closure of the following account(s):

Account Name: [Full Name on Account]

Account Number: [Account Number]

Account Type: Savings

Please find the following documents enclosed to facilitate this request:

- Certified copy of the Death Certificate
- [Letters Testamentary / Grant of Probate / Small Estate Affidavit]
- A copy of my government-issued photo identification

I request that the remaining balance in the account, including any accrued interest, be issued via check made payable to "The Estate of [Deceased's Full Name]" and mailed to my address listed above.

Please confirm once the account has been closed and the funds have been dispatched. Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]