

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

[Bank or Institution Name]
[Trust Department Address]
[City, State, Zip Code]

RE: Notice of Death and Request to Close Trust Account
Trust Name: [Full Name of Trust]
Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally notify you of the passing of [Name of Deceased], who passed away on [Date of Death]. I am the acting Successor Trustee for the above-referenced trust.

I am requesting the immediate closure of the trust account(s) held at your institution. Please find the following documents enclosed for your records:

- A certified copy of the Death Certificate.
- A copy of the Trust Agreement and/or Certificate of Trust identifying me as Successor Trustee.
- A copy of my government-issued photo identification.

Please issue a check for the remaining balance, including any accrued interest, payable to: [Name of Trust or Beneficiary].

Please mail the final check and a closing statement to the following address:
[Mailing Address for Check]

If you require any additional documentation or have questions regarding this request, please contact me at [Your Phone Number]. Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
Successor Trustee