

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

[Name of Financial Institution/Company]  
[Department, e.g., Bereavement Services]  
[Address of Institution]

RE: Account Closure for [Name of Deceased]

Account Number: [Account Number]  
Date of Birth: [Deceased's Date of Birth]  
Date of Death: [Date of Death]

To Whom It May Concern,

I am writing to formally notify you of the passing of the account holder mentioned above. I am writing in my capacity as the [Your Relationship, e.g., son, daughter, spouse] and Next of Kin.

Please close the following account(s) effective immediately: [List Account Numbers].

I have enclosed a certified copy of the death certificate for your records. Please let me know if there are any outstanding balances or if further documentation, such as Letters of Administration or a Grant of Probate, is required to settle the estate and release any remaining funds.

If there are remaining funds, please issue a check payable to "The Estate of [Name of Deceased]" and mail it to the address listed at the top of this letter.

Thank you for your assistance during this difficult time. I look forward to receiving written confirmation once the account has been closed.

Sincerely,

[Your Signature]

[Your Printed Name]