

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

[Date]

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

RE: Request to Close Account of Deceased - [Deceased's Full Name]

To the Estate Department,

I am writing to formally request the closure of the bank account(s) held by [Deceased's Full Name], who passed away on [Date of Death].

The account number(s) to be closed are: [List Account Numbers].

I am submitting this request under the Small Estate laws of the State of [Name of State].
Enclosed, please find the following required documentation:

- A certified copy of the Death Certificate.
- A notarized Small Estate Affidavit (or equivalent state-specific form).
- A copy of my government-issued photo identification.

Please issue a check for the remaining balance, including any accrued interest, payable to: [Name of Estate or Your Name as Affiant].

Please mail the check and the final closing statement to my address listed above. If you require any further information or additional forms, please contact me at [Your Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]