

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

[Date]

[Name of Financial Institution/Company]
[Department Name, e.g., Deceased Notification Department]
[Company Address]

RE: Account Closure for [Full Name of Deceased]
Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally notify you of the passing of my spouse, [Full Name of Deceased], who passed away on [Date of Death]. I am requesting the immediate closure of the account(s) listed below:

- Account Type: [e.g., Checking, Savings, Credit Card]
- Account Number: [Account Number]

I have enclosed a certified copy of the death certificate for your records. Please let me know if any additional documentation, such as letters testamentary or an affidavit of survivorship, is required to finalize this request.

Please send a written confirmation once the account has been closed and advise on the process for the distribution of any remaining funds or balances.

Thank you for your assistance during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]