

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

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

**RE: Request to Close Dormant Account of [Deceased Name]**

To Whom It May Concern,

I am writing to you in my capacity as the Executor/Administrator of the Estate of [Deceased Name], who passed away on [Date of Death].

Records indicate that the deceased held the following dormant account(s) at your institution:

- **Account Holder Name:** [Full Name on Account]
- **Account Number:** [Account Number]
- **Social Security Number (Last 4 digits):** [####]

Please close this account immediately and issue a check for the remaining balance, including any accrued interest, payable to: "**The Estate of [Deceased Name].**"

I have enclosed the following documents to verify my authority:

- A certified copy of the Death Certificate.
- A certified copy of the Letters Testamentary or Letters of Administration.
- A copy of my government-issued photo identification.

Please mail the final check and any closing statements to my address listed at the top of this letter. If there are specific internal forms required to complete this process, please send them to me at your earliest convenience.

Thank you for your assistance in settling this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
Executor/Administrator for the Estate of [Deceased Name]