

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

[Date]

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

RE: Notice of Non-Renewal and Request to Close Certificate of Deposit

To Whom It May Concern,

I am writing in my capacity as the court-appointed Executor/Administrator for the Estate of [Deceased's Full Name], who passed away on [Date of Death].

This letter serves as formal notice that the Estate does not wish to renew the following Certificate of Deposit (CD) upon its maturity on [Maturity Date]:

Account Number: [CD Account Number]

Please close this account upon maturity and issue a check for the full balance, including all accrued interest, payable to: "**The Estate of [Deceased's Full Name]**".

Please mail the funds to the following address:

[Mailing Address for the Check]
[City, State, Zip Code]

I have enclosed the following supporting documentation:

- Certified Copy of the Death Certificate
- Letters Testamentary / Letters of Administration
- Copy of my Government-Issued Photo ID

If you require any additional information or have specific forms for me to sign, please contact me immediately at [Your Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Executor/Administrator for the Estate of [Deceased's Name]