

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

[Date]

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

RE: Notice of Death and Request to Close Certificate of Deposit

Deceased Account Holder: [Deceased's Full Name]

Account Number: [CD Account Number]

To Whom It May Concern,

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

I am formally requesting the immediate closure of the Certificate of Deposit (CD) referenced above prior to its scheduled maturity date. Since this closure is necessitated by the death of the primary account holder, I request that any early withdrawal penalties be waived in accordance with federal regulations and your institution's policies regarding deceased depositors.

Please issue the total balance, including all accrued interest, via check made payable to: **The Estate of [Deceased's Full Name]**. Please mail the check to my address listed at the top of this letter.

Enclosed with this letter, you will find:

- 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 ID.

If there are any additional forms or steps required to finalize this transaction, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]
Executor for the Estate of [Deceased's Full Name]