

[Your Name/Fiduciary 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 Fiduciary Account Settlement and Request for Closure**

**Account Name:** [Full Name of Estate, Trust, or Ward]

**Account Number:** [Account Number]

To Whom It May Concern,

I am writing to you in my capacity as the appointed [Executor / Trustee / Guardian / Conservator] for the above-referenced account. This letter serves as formal notification that the administration of this fiduciary matter has been completed, and I am requesting the immediate settlement and closure of this account.

Please perform the following actions:

- Determine the final balance of the account, including any accrued interest.
- Deduct any final bank fees or service charges applicable to the closure.
- Issue a final check for the remaining balance payable to: [Name of Payee/Beneficiary or Successor Entity].
- Send the final check and a closing statement to the address listed at the top of this letter.

Enclosed with this letter, please find the following documents required for this transaction:

- [e.g., Certified Copy of Death Certificate]
- [e.g., Court Order for Final Distribution or Discharge]
- [e.g., Letters Testamentary or Letters of Administration]
- [e.g., Copy of my Government Issued ID]

Please notify me once the account has been officially closed. Should you require any additional information or further documentation to complete this request, please contact me directly at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

(Signature)

[Your Printed Name]

[Your Title: e.g., Executor, Trustee]