

[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 Estate/Fiduciary Account
Account Name: [Estate Name, e.g., Estate of John Doe]
Account Number: [Account Number]

To Whom It May Concern,

I am writing to you in my capacity as the Executor/Personal Representative of the above-referenced Estate. As the administration of the estate is now complete and all final settlements have been made, I am requesting the immediate closure of the fiduciary bank account listed above.

Please issue a check for the remaining balance of the account, including any accrued interest, payable to:

[Recipient Name / Estate Name]
[Mailing Address for the Check]

I have previously provided the bank with the necessary Letters Testamentary and identification; however, if any additional documentation is required to finalize this closure, please contact me immediately.

Please send a final statement and a confirmation of closure to my address listed at the top of this letter.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
Executor of the [Estate Name]