

[Your Name/Executor Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

RE: Request for Fiduciary Account Closure

Account Name: Estate of [Deceased Name]

Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally request the closure of the fiduciary account listed above. As the court-appointed [Executor/Administrator/Personal Representative] for the Estate of [Deceased Name], I have completed the final settlement of the estate.

Please issue a check for the remaining balance of \$[Amount], including any accrued interest, made payable to:

[Name of Recipient or Estate]

[Mailing Address for Check]

I have previously provided the necessary Letters Testamentary. If you require any additional documentation to process this closure, please contact me immediately.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title: Executor/Administrator]