

[Your Name/Executor Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Department Name, e.g., Estate Processing Department]

[Bank Address]

[City, State, Zip Code]

RE: Final Estate Settlement and Account Closure

Deceased Name: [Full Name of Deceased]

Date of Death: [Date of Death]

Account Number(s): [List Account Number(s)]

To Whom It May Concern,

I am writing to you in my capacity as the [Executor/Administrator/Personal Representative] for the Estate of [Deceased Name]. This letter serves as a formal request to close the fiduciary/estate account(s) referenced above and to distribute the remaining funds as part of the final settlement of the estate.

Attached to this letter, please find the following documentation required for this transaction:

- A certified copy of the Death Certificate (if not already provided).
- Certified Letters Testamentary or Letters of Administration.
- [List any other required bank-specific forms].

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

[Payee Name, e.g., The Estate of Name]

Please mail the final check and the formal closing statement to the following address:

[Mailing Address for Check]

Should you require any additional information or have any questions regarding this request, please contact me directly at [Phone Number].

Thank you for your assistance in finalizing this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

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