

[Your Name, Executor/Administrator]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

RE: Request for Closure of Estate Fiduciary Account

Account Name: Estate of [Deceased's Full Name]

Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally request the closure of the fiduciary/estate account referenced above. As the court-appointed [Executor/Administrator] of the Estate of [Deceased's Name], I have completed the necessary administration and am now moving to final distribution.

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

**[Name of Recipient or Estate Name]**

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

[Mailing Address for Check]

Enclosed with this letter, please find a copy of the [Letters Testamentary / Letters of Administration] and my government-issued identification to verify my authority to close this account.

If there are any forms required by your institution to complete this process, please contact me immediately at [Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

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