

[Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

**RE: Estate of [Deceased Full Name]**

**Subject: Formal Notice of Estate Settlement and Fiduciary Account Closure**

Dear [Beneficiary Name],

I am writing to formally notify you that the administration of the Estate of [Deceased Full Name] has been completed. All assets have been collected, valid debts and taxes have been paid, and final distributions have been made in accordance with the [Will/State Law].

As the court-appointed [Executor/Administrator/Personal Representative], I have fulfilled all legal obligations required to settle the estate. Consequently, the fiduciary bank account(s) associated with this estate have been closed as of [Date of Closure].

Enclosed with this letter, please find the following final documents for your records:

- Final Accounting Statement
- Proof of Final Distribution
- [Optional: Copy of the Discharge Order from Probate Court]

With the filing of the final account and the distribution of the remaining residue, my duties as your fiduciary are now concluded. This letter serves as your formal notice that the estate is officially closed.

Thank you for your patience and cooperation throughout this process.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title: e.g., Executor of the Estate]

[Your Phone Number]

[Your Email Address]