

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Recipient Title/Organization]  
[Address]  
[City, State, Zip Code]

RE: Notice of Discharge of Fiduciary Duties and Account Closure

Account Name: [Account Name]

Account Number: [Account Number]

Dear [Recipient Name],

I am writing to formally notify you that I have completed my duties as [Fiduciary Title, e.g., Executor, Trustee, or Power of Attorney] for [Principal or Estate Name]. Effective as of [Date], I am resigning from this position and discharging all related fiduciary responsibilities.

Pursuant to this discharge, please take the following actions regarding the above-referenced account:

- Close the account effective [Date].
- Issue a final statement of account as of the closing date.
- Disburse the remaining balance of \$[Amount] via [Check/Wire Transfer] to [Name of Recipient or Successor].

I have attached the following supporting documentation for your records: [List documents, e.g., Death Certificate, Court Order, or Successor Appointment].

Please provide written confirmation once the account has been closed and the funds have been transferred. If you require any further information or additional signatures to finalize this process, please contact me directly at [Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]