

[Your Name/Trustee Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

**RE: Instruction to Close Fiduciary Account**

To the Account Management Department,

Please accept this letter as my formal instruction to close the following fiduciary account held at your institution:

- **Account Name:** [Full Name of Estate, Trust, or Ward]
- **Account Number:** [Enter Account Number]
- **Fiduciary Capacity:** [Executor / Trustee / Guardian / Conservator]

I request that the remaining balance in this account, including all accrued interest, be disbursed via [check / wire transfer] payable to:

**Payee Name:** [Name of Recipient or Successor Account]

**Mailing Address:** [Address where check should be sent]

[Optional: If wire transfer, include Routing Number and Account Number here]

Please find attached [list any required documents, e.g., Death Certificate, Court Order, or Small Estate Affidavit] as required for the processing of this closure.

Kindly provide a final statement and a confirmation of the account closure for my records. If you require further information, please contact me at [Your Phone Number].

Sincerely,

[Signature]

[Your Printed Name]

[Your Title, e.g., Trustee/Executor]