

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

[Date]

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

**RE: Request for Fiduciary Account Closure**

**Account Name:** Estate of [Deceased Name]

**Account Number:** [Account Number]

To the Account Services Department,

I am writing to formally request the closure of the fiduciary bank account referenced above. As the court-appointed [Executor/Administrator/Personal Representative] of the Estate of [Deceased Name], I have completed the final settlement and distribution of the estate's assets.

Please issue a check for the remaining balance in the account, including any accrued interest, payable to: **[Payee Name]**.

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

[Mailing Address for Check]  
[City, State, Zip Code]

I have previously provided the bank with the Letters Testamentary and the death certificate. If any additional documentation is required to process this closure, please contact me immediately.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
Fiduciary for the Estate of [Deceased Name]