

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

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

RE: Request to Close Estate Fiduciary Account
Account Name: [Estate Name, e.g., Estate of John Doe]
Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally request the closure of the above-referenced estate fiduciary account. The administration of the estate is now complete, and all final obligations have been met.

Please issue a check for the remaining balance of \$[Amount] plus any accrued interest, made payable to: **[Name of Payee/Beneficiary]**.

Please mail the final check and the closing statement to the following address:
[Mailing Address for Check]

Enclosed with this letter are the following documents for your records:

- Copy of my Letters Testamentary / Letters of Administration
- Copy of my Government-Issued ID
- [List any other required documents, such as Court Order to Close]

If you require any further information or additional documentation to finalize this request, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Title: Executor / Administrator / Personal Representative]