

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

[Date]

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

RE: Request for Closure of Fiduciary Account
Account Name: [Name of Estate, Trust, or Ward]
Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally request the closure of the above-referenced fiduciary account. I am acting in my capacity as [Executor / Trustee / Guardian / Conservator] for [Name of Estate or Principal].

Please close the account effective [Date] and issue a check for the remaining balance, including any accrued interest, payable to:

[Name of Recipient or Name of New Trust/Estate Account]
[Mailing Address for the Check]

Attached to this letter, please find the following supporting documentation:

- Copy of the Death Certificate (if applicable)
- Letters Testamentary / Letters of Administration / Trust Agreement
- Copy of my Government-Issued Photo ID

Please provide written confirmation once the account has been closed and the final statement has been issued. If there are any forms required by your institution to finalize this request, please send them to me immediately.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

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