

[Your Name/Trustee Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

RE: Request for Closure of Trust Account and Transfer of Funds

Dear Bank Manager,

Please accept this letter as a formal request to close the following trust account held at your institution:

- **Account Title:** [Full Name of Trust]
- **Account Number:** [Account Number]

I am requesting that the full remaining balance, including all accrued interest, be transferred via wire transfer to a new account at a different financial institution. The details for the receiving account are as follows:

- **Receiving Bank Name:** [New Bank Name]
- **Routing Number:** [New Bank Routing Number]
- **Account Number:** [New Bank Account Number]
- **Account Title:** [Trust Name on New Account]

If there are any fees associated with the closure or wire transfer, please deduct them from the final balance prior to the transfer. Once the account is closed, please send a final statement and written confirmation of the closure to my address listed above.

Attached to this letter, you will find [List any documents, e.g., Certificate of Trust or ID] to verify my authority to close this account.

Thank you for your prompt attention to this matter. Please contact me at [Phone Number] if you require further information.

Sincerely,

[Signature]

[Your Printed Name]

Trustee