

[Fiduciary Name/Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Date]

[Account Holder Name]
[Address Line 1]
[City, State, Zip Code]

RE: Approval of Individual Retirement Account (IRA) Closure for Rollover

Dear [Account Holder Name],

This letter serves as formal notification that [Fiduciary Name], acting in its fiduciary capacity, has reviewed and approved your request to close the following Individual Retirement Account (IRA):

- **Account Number:** [Account Number]
- **Account Type:** [Traditional/Roth/SEP] IRA
- **Approximate Distribution Amount:** \$[Amount]

We have verified that the intent of this closure is a direct rollover to a qualified retirement plan or another IRA. In accordance with your instructions, the assets will be liquidated and transferred to the following receiving institution:

- **Receiving Institution:** [Name of New Firm]
- **Account Number (if applicable):** [New Account Number]
- **FBO (For the Benefit Of):** [Account Holder Name]

Please note that this transaction is intended to be a non-taxable event, provided that the funds are deposited into the qualifying account within the required IRS timeframe. We recommend consulting with a tax professional regarding the reporting requirements for this rollover.

The final statement for this account will be mailed to your address on file. If you have any questions regarding the status of this transfer, please contact our office at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title]
[Fiduciary Firm Name]