

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Letter of Instruction to Close Multiple Trust Accounts

To Whom It May Concern,

I am writing in my capacity as [Trustee/Successor Trustee] of the [Exact Name of Trust], dated [Date of Trust Agreement]. I am formally instructing [Bank Name] to close the following trust accounts immediately:

- Account Type: [e.g., Checking] - Account Number: [Account Number 1]
- Account Type: [e.g., Savings] - Account Number: [Account Number 2]
- Account Type: [e.g., Money Market] - Account Number: [Account Number 3]

Please issue a single cashier's check for the total remaining balance of all mentioned accounts, including any accrued interest. Please make the check payable to:

[Name of Payee/Trust]

[Mailing Address for Check]

[City, State, Zip Code]

If there are any outstanding fees or final requirements to complete these closures, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature of Trustee]

[Printed Name of Trustee]

[Trustee Title]