

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank/Institution Name]
[Department Name, e.g., Deceased Estates Department]
[Institution Address]

Subject: Claim for Funds in Deceased Account - [Deceased Person's Full Name]

To Whom It May Concern,

I am writing to formally notify you of the passing of your account holder, [Deceased Person's Full Name], who passed away on [Date of Death].

I am identified as the [Beneficiary/Executor/Next of Kin] for the following account(s):

- Account Type: [e.g., Savings/Checking/CD]
- Account Number: [Account Number]

Please find the following documents attached to facilitate the processing of this claim:

- Certified copy of the Death Certificate
- Copy of my Government-issued Photo ID
- [List any other documents, e.g., Letters of Testamentary or Small Estate Affidavit]

Please advise on the next steps required to close this account and transfer the remaining balance to me. You may contact me via phone or email as listed above.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]