

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

[Date]

[Name of Financial Institution/Company]
[Department Name]
[Street Address]
[City, State, Zip Code]

RE: Notice of Account Closure for Deceased Account Holder

Account Name: [Full Name of Deceased]

Account Number: [Account Number]

Date of Death: [Date]

To Whom It May Concern,

I am writing to formally request the permanent closure of the above-mentioned account due to the passing of the account holder. I am acting in my capacity as the [Executor / Administrator / Next of Kin] for the estate.

Please find enclosed a certified copy of the death certificate, along with [mention any other documents, e.g., Letters of Testamentary or Small Estate Affidavit], as required to process this request.

I request that you:

- Close the account effective immediately.
- Cancel any recurring payments or direct debits associated with this account.
- Disburse any remaining funds to: [Name of Estate or Payee] at the address listed above.
- Provide a final statement confirming the account balance and its closure.

If there are any further forms to complete or additional information required, please contact me directly at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]