

Date: [Insert Date]

To:

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Re: Demand for Release of Funds from Deceased Customer Account

Deceased Account Holder: [Full Name of Deceased]

Account Number(s): [List Account Number(s)]

Date of Death: [Insert Date]

To Whom It May Concern,

I am writing to formally demand the release of funds held in the above-referenced account(s) belonging to the late [Name of Deceased].

I am making this request in my capacity as the [Legal Relationship, e.g., Executor, Administrator, or Legal Heir] of the estate. Enclosed with this letter, please find the following supporting documentation required for the processing of this claim:

- Certified copy of the Death Certificate.
- Certified copy of the Letters Testamentary / Letters of Administration.
- Copy of my government-issued identification.
- [List any other required forms, e.g., Small Estate Affidavit].

Please close the accounts and issue a check for the remaining balance, including any accrued interest, made payable to: **[Insert Name of Estate or Beneficiary]**.

I request that this matter be processed within [Number, e.g., 10] business days. If there are any further requirements or outstanding fees, please notify me immediately in writing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]