

[Bank/Financial Institution Name]

[Department Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Date]

[Recipient Name (Executor/Administrator/Next of Kin)]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Subject: Confirmation of Account Closure - Estate of [Deceased Customer Name]**

Dear [Recipient Name],

Please accept our condolences for your loss. We are writing to formally confirm that the following account(s) held in the name of [Deceased Customer Name] have been closed as of [Date of Closure]:

- Account Type: [e.g., Savings] / Account Number: [Ending in XXXX]
- Account Type: [e.g., Checking] / Account Number: [Ending in XXXX]
- Account Type: [e.g., Certificate of Deposit] / Account Number: [Ending in XXXX]

The total remaining balance of \$[Amount], including accrued interest where applicable, has been disbursed via [Check/Electronic Transfer] to [Name of Estate/Payee] as requested in the settlement instructions provided.

Final statements for these accounts will be issued during the next regular billing cycle. We recommend that you retain this letter and the final statements for your estate records and tax purposes.

If you have any further questions or require additional documentation, please contact our Estate Processing Department at [Phone Number] or visit your local branch.

Sincerely,

[Signature]

[Name of Bank Representative]

[Title/Position]