

[Date]

[Financial Institution Name]

[Branch Address]

[City, State, Zip Code]

Re: Notice of Trust Account Closure and Disbursement of Funds

Account Name: [Exact Name of Trust]

Account Number: [Account Number]

To Whom It May Concern,

Please accept this letter as formal authorization to close the above-referenced trust account effective [Date].

As the Trustee of the [Name of Trust], I direct you to liquidate any remaining holdings and issue the final balance, including all accrued interest, via [Check / Wire Transfer].

Please make the check payable to: [Name of Recipient or Successor Trust]

Please mail the final funds and the closing statement to the following address:

[Name]

[Mailing Address]

[City, State, Zip Code]

If there are any outstanding fees or specific forms required to finalize this closure, please contact me immediately at [Phone Number] or [Email Address].

Thank you for your assistance with this matter.

Sincerely,

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[Your Signature]

[Your Printed Name]

Trustee, [Name of Trust]