

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

Subject: Closure of Deceased Account Holder's Bank Account

Dear [Bank Manager's Name],

I am writing to formally request the closure of the bank account belonging to my [relation to deceased, e.g., father, mother, spouse], [Deceased Account Holder's Name], who passed away on [Date of Death]. Account details are as follows:

- Account Holder Name: [Deceased Account Holder's Name]
- Account Number: [Account Number]

Please find attached the necessary documents, including:

1. A copy of the death certificate
2. A copy of my identification
3. [Any other relevant documents, e.g., proof of relationship or will]

I kindly request that any remaining balance in the account be [specify how you would like the balance to be handled, e.g., transferred to a specified account, issued as a check, etc.].

Thank you for your assistance in this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]