

# Request for Closure of Deceased Account Holder's Bank Account

Date: [Insert Date]

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address],  
[City, State, ZIP Code]

Subject: Request for Closure of Bank Account - [Deceased Account Holder's Name]

Dear Sir/Madam,

I am writing to formally request the closure of the bank account held by my deceased [relation], [Deceased Account Holder's Name], who passed away on [Date of Death]. The details of the account are as follows:

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

Enclosed with this letter are the necessary documents, including the death certificate and proof of my identity, for your reference.

I kindly request that any remaining balance in the account be transferred to me at [Your Bank Details/Account Number] or issued as a bank draft.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Contact Number]  
[Your Email Address]