

Closure Request for Accounts

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Subject: Account Closure Request Following the Death of [Cardholder's Name]

Dear [Bank/Financial Institution Name],

I am writing to request the closure of the accounts held by [Cardholder's Name], who passed away on [Date of Death]. I am [Your Relationship to Cardholder], and I have attached a copy of the death certificate for your records.

Details of the accounts to be closed are as follows:

- Account Number: [Account Number 1]
- Account Number: [Account Number 2]
- Account Number: [Account Number 3]

Kindly process this request at your earliest convenience and inform me of any additional information or documentation needed to complete the closure. Feel free to contact me via the information provided above if you have any questions.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]