

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Subject: Request for Account Closure Due to Deceased Consumer

Dear [Recipient's Name],

I am writing to formally request the closure of the accounts held by [Deceased Consumer's Name], who passed away on [Date of Death]. As the [relationship to deceased, e.g., son, daughter, executor], I am responsible for settling their financial matters.

Below are the relevant account details:

- Account Holder's Name: [Deceased Consumer's Name]
- Account Number(s): [List Account Numbers]
- Date of Birth: [Deceased Consumer's Date of Birth]

I kindly request that you initiate the process of closing the mentioned accounts and provide any required documentation to finalize this process. Please let me know if you need any additional information or documents.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]