[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Name of Financial Institution/Entity]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Notice of Final Estate Distribution and Account Closure
Deceased: [Name of Deceased]
Account Number: [Account Number]
Date of Death: [Date of Death]

To Whom It May Concern,

I am writing to you in my capacity as the legally appointed Executor/Administrator of the Estate of [Name of Deceased]. Please find the enclosed Letters Testamentary (or Letters of Administration) authorizing me to act on behalf of the estate.

This letter serves as a formal instruction to close the above-referenced account and distribute the remaining balance. Please issue a check for the full remaining balance, including any accrued interest, made payable to: **[Name of Estate or Beneficiary]**.

Please mail the final check and any closing documentation to the following address:
[Mailing Address for Check]
[City, State, Zip Code]

If there are any specific forms required by your institution to finalize this closure, or if there are outstanding fees to be settled, please notify me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in finalizing these affairs.

Sincerely,

[Your Signature]

[Your Printed Name]
Executor/Administrator for the Estate of [Name of Deceased]

Enclosures:
- Certified Copy of Letters Testamentary/Administration
- Copy of Death Certificate (if not previously provided)
- Copy of Executor's Government-Issued ID