To Place:  
The Bank Manager, Date:  
Name of the Bank,  
Address.

Sub: Account closure application after death.

Respected Sir/Madam,

I am **[your name]**, writing this with a painful heart to inform you that my father Mr……………. has recently passed away due to cardiac arrest. He has an account in your bank with a/c no XXXXXXXXXXX.

Hence he is no more, I want to close this account. Please find enclosed a copy of my father’s death certificate.

As a legal heir, I request you to please close the account and transfer the balance amount to my bank account given below.

Your name:  
Bank Name:  
A/c No:  
IFSC code:

I shall be grateful to you in this regard.

Thanking you.

Sincerely,  
Your name.