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

Sub: Request to close an account due to death.

Respected Sir/Madam,

My name is **[your name]**, a joint account holder of your bank with a/c no. XXXXXXX. This joint account was opened for me and my husband.

Unfortunately, my husband recently lost his life by accident. And I don't need the joint account anymore.

Therefore I request you to close this account and transfer the remaining amount to my individual bank account mentioned below.

Your name:  
Bank name:  
A/C number:  
IFSC code:

I would be grateful to you.

Thanking you.

Yours sincerely,  
Your name.