

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request to Close Personal Checking Account #[Your Account Number]

To Whom It May Concern,

Please accept this formal request to close my personal checking account ending in [Last 4 Digits of Account Number]. I am closing this account because I am consolidating my finances into a single institution.

I have ensured that all outstanding checks have cleared and all automated payments or direct deposits have been transferred to my other account.

Please issue a check for the remaining balance in this account and mail it to the address listed at the top of this letter. If there are any fees associated with closing this account, please deduct them from the final balance.

Once the account is closed, please send me a written confirmation for my records.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]