

[Your Full Name]
[Current Phone Number]
[Email Address]

[Date]

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

Subject: Request to Close Personal Checking Account

To Whom It May Concern,

Please accept this letter as a formal request to close my personal checking account due to my permanent relocation abroad.

Account Details:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]

I request that the remaining balance in this account be sent to me via [Check / Wire Transfer].

Forwarding Address / Payment Details:

[International Address or New Bank Details for Transfer]

Please confirm in writing once the account has been closed and the final balance has been disbursed. If there are any forms required to complete this process, please send them to my email address listed above.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]