

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

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

Re: Request to Close Checking Account Number: [Account Number]

To Whom It May Concern,

Please accept this letter as a formal request to close my personal checking account referenced above, effective immediately.

I have decided to close this account due to the excessive fees associated with maintaining it. I find these costs no longer sustainable or competitive.

Please stop all automatic payments and direct deposits associated with this account. I have confirmed that all outstanding checks and transactions have cleared.

Please send the remaining balance of the account via check to my mailing address listed above. Once the account is closed, please send a written confirmation for my records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]