

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

[Date]

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

RE: Account Closure Request

To Whom It May Concern,

Please accept this letter as a formal request to close my personal checking account held at your institution, effective immediately. I have decided to switch my banking services to another institution.

Account Information:

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

Please stop all pre-authorized withdrawals and direct deposits associated with this account. I confirm that I have cleared all outstanding checks and pending transactions.

Please send the remaining balance of the account via check to my mailing address listed above. If there are any forms required to complete this process, please send them to me as soon as possible.

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

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]