

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

[Date]

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

**Subject: Closure of Personal Checking Account - [Your Account Number]**

To Whom It May Concern,

Please accept this letter as a formal request to close my personal checking account, number [Your Account Number], effective immediately.

I have decided to close this account due to repeated dissatisfaction with the level of customer service I have received. Specifically, [briefly mention issue, e.g., lack of communication / unresolved errors / unprofessional conduct].

Please issue a check for the remaining balance in the account, including any accrued interest, and mail it to my address listed above. I have confirmed that all outstanding checks and automated transactions have cleared.

Kindly provide written confirmation once the account has been officially closed. If you require any further information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]