

Date: [Insert Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Notice of Account Closure by Power of Attorney

To Whom It May Concern,

I am writing to formally request the closure of the following personal checking account:

- **Account Holder Name:** [Principal's Full Name]
- **Account Number:** [Insert Account Number]

I am acting as the Attorney-in-Fact for [Principal's Name] under a Power of Attorney executed on [Date of POA Document]. A certified copy of the Power of Attorney document is attached to this letter for your records.

Please issue a check for the remaining balance in the account, including any accrued interest, minus any applicable closing fees. Please mail the check to the following address:

[Your Name/Mailing Address]

[City, State, Zip Code]

Please send a written confirmation once the account has been officially closed. If you require additional documentation, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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[Your Signature]

[Your Printed Name]

Attorney-in-Fact for [Principal's Name]