

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

[Date]

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

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

To Whom It May Concern,

Please accept this letter as a formal request to close my personal checking account number [Account Number], effective [Date]. I am closing this account due to my relocation to a new area where your bank does not have local branches.

Please stop all automatic debits and credits associated with this account. I have ensured that all outstanding checks have cleared and that there is a sufficient balance to cover any final fees.

Regarding the remaining balance in the account, please [choose one: issue a check / transfer the funds] to the following address:

[New Address]  
[City, State, Zip Code]

Please send a written confirmation once the account has been officially closed. If you have any questions, you may contact me at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]