

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

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

Subject: Request to Close Personal Checking Account

To Whom It May Concern,

Please accept this letter as a formal request to close my personal checking account effective immediately. Below are the account details:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]

I have stopped all automated payments and direct deposits linked to this account. Please find the enclosed remaining balance check (if applicable) or process the final balance of \$[Amount] via:

A check sent to my address listed above.

Transfer to my other account: [New Account Number/Routing Number].

Please send me a written confirmation once the account has been officially closed. If there are any outstanding fees or issues, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]