

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

[Date]

[Credit Union Name]
[Credit Union Address]
[City, State, Zip Code]

RE: Account Closure Request for Account Number: [Your Account Number]

To Whom It May Concern,

Please accept this letter as a formal request to close my account(s) at [Credit Union Name], effective immediately. I am closing this account because I am moving out of the county and will no longer be able to utilize your local services.

Please close all accounts associated with my name, including [Savings/Checking/Money Market] accounts. I have stopped all direct deposits and automatic withdrawals linked to these accounts.

Please send the remaining balance in these accounts, including any accrued interest, via check to my new address listed below:

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

Once the accounts are closed, please send me a written confirmation for my records.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]