

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

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

RE: 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 am closing this account because I am relocating out of state.

Please find enclosed my remaining checks and my debit card, which have been destroyed for security purposes. I have stopped all automatic payments and direct deposits associated with this account.

Please send the remaining balance of the account via check to my new address listed below:

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

Once the account is closed, please send a written confirmation to my new address. If you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]