

[Your Full Name]
[Your Current Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Request to Close Savings Account - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request the closure of my savings account held at your branch, effective [Date]. I am closing this account because I am relocating domestically to a different state/city where your bank does not have a local presence.

Please disburse the remaining balance in the account, including any accrued interest, via the following method:

- [Option A: A cashier's check sent to my new address listed below]
- [Option B: Electronic transfer to my other account: Bank Name: ____, Routing Number: ____, Account Number: ____]

My new mailing address for all future correspondence and final statements will be:

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

Please provide written confirmation once the account has been officially closed. If there are any forms required to finalize this process, please let me know immediately.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]