

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

Date: [Current Date]

Subject: Request to Close Account and Transfer Funds due to Relocation

Dear Branch Manager,

I am writing to formally request the closure of my bank account(s) held at your branch, effective [Date]. I am closing these accounts because I am relocating to [New City, State].

Account Details:

Account Holder Name: [Your Full Name]
Account Number(s): [Account Number 1], [Account Number 2]
Social Security Number / ID: [Your ID Number]

Please transfer the remaining balance of these accounts, minus any applicable closing fees, to my new account as detailed below:

Transfer Destination:

Bank Name: [New Bank Name]
Routing Number: [New Routing Number]
Account Number: [New Account Number]

If a direct transfer is not possible, please issue a cashier's check for the remaining balance and mail it to my new address:

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

Please send a written confirmation once the accounts have been officially closed. If you require any further information, you can reach me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]