

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

[Name of Financial Institution]
[Department Name, e.g., Client Services]
[Institution Address]

Subject: Request to Close Investment Account - [Account Number]

Dear Customer Service Team,

I am writing to formally request the closure of my investment account held with [Name of Financial Institution], account number [Account Number], effective [Date].

The reason for this closure is my permanent international relocation to [Name of Country]. Due to this move, I am consolidating my finances and will no longer require these investment services.

Please liquidate all holdings within the account and transfer the total remaining balance, including all accrued interest and dividends, to the following bank account:

- Bank Name: [Your Bank Name]
- Account Holder Name: [Your Name]
- Account Number / IBAN: [Your Number]
- Swift/BIC Code: [Your Code]

If there are any forms or additional documentation required to finalize this request, please send them to me via email at [Your Email Address]. Once the account is closed, please provide a final statement and a written confirmation of the closure for my records.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]