

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

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

RE: Notice to Close Safe Deposit Box #[Box Number]

Dear Branch Manager,

Please accept this formal notification to close my safe deposit box account, number [Box Number], effective [Date of Closure]. I am closing this account due to my permanent relocation to [Country Name].

I will visit the branch in person on [Date] to remove all contents, surrender my keys, and sign the necessary release forms. Please inform me if there are any outstanding rental fees or if a refund is due for any prepaid rental periods.

If there are any specific documents or procedures required for this closure due to my international move, please contact me via telephone or email as provided above.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]