

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

[Date]

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

Subject: Closure of Student Account - [Account Number]

To Whom It May Concern,

I am writing to formally request the immediate closure of my student checking/savings account, account number [Your Account Number].

I have decided to close this account due to the consistently poor service and lack of assistance I have received from the representatives at your branch. My recent experiences have been unhelpful and unprofessional, making it difficult to manage my finances effectively at this institution.

Please find the following instructions regarding the closure of my account:

- Please issue a check for the remaining balance in the account and mail it to my address listed above.
- Cancel all standing orders, direct debits, and recurring transfers associated with this account.
- Provide a written confirmation via mail or email once the account has been fully closed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]