

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Date]

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

Re: Notice of Account Closure - Account Number: [Your Account Number]

To Whom It May Concern,

Please accept this letter as a formal request to close my checking account listed above, effective immediately.

I have decided to close this account due to repeated difficulties in reaching your customer service department. Despite my attempts to resolve [mention brief issue if any], I have found your support team to be unresponsive and unavailable, which has led to a loss of confidence in your institution.

Please send the remaining balance of the account, including any accrued interest, in the form of a check to my address listed at the top of this letter.

I have destroyed my debit card and all unused checks associated with this account. Please provide written confirmation once the account closure process is complete and confirm that no further fees will be charged to this account.

Sincerely,

[Your Signature]
[Your Printed Name]