

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

[Date]

[Bank or Company Name]
[Department Name]
[Address]
[City, State, Zip Code]

Subject: Account Cancellation - Account Number: [Your Account Number]

To Whom It May Concern,

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

I have decided to cancel this account due to the recent notification regarding the introduction of new maintenance fees. I do not agree to these additional charges and have chosen to move my business elsewhere.

Please cease all activity on this account and send a check for the remaining balance, including any accrued interest, to my mailing address listed above. If there are any forms required to complete this process, please send them to me immediately.

Furthermore, please provide written confirmation that the account has been closed and that no further fees will be applied.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]