

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

[Date]

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

RE: Notice of Account Closure

To Whom It May Concern,

Please accept this letter as formal notification to close my accounts held with [Bank Name], effective immediately. The accounts to be closed are:

- Account Type: [e.g., Checking] / Account Number: [Account Number]
- Account Type: [e.g., Savings] / Account Number: [Account Number]

I have decided to terminate this banking relationship due to the unacceptable fee structure associated with these accounts. I find the current charges to be excessive and no longer competitive compared to other financial institutions.

Please issue a check for the remaining balance in these accounts, including any accrued interest, and mail it to the address listed at the top of this letter. I have stopped all direct deposits and automated payments linked to these accounts.

Kindly provide written confirmation once the accounts have been closed and the final balance has been sent.

Sincerely,

[Your Signature]

[Your Printed Name]