

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

[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 the above-mentioned account, effective immediately.

I have decided to close this account due to the excessive banking fees associated with my recent statements. After reviewing my records, I find the fee structure no longer meets my financial needs or expectations.

Please send a check for the remaining balance in the account, including any accrued interest, to my mailing address listed above. If there are any outstanding fees that have not yet been posted, please deduct them from the final balance.

I have destroyed all debit cards and unused checks associated with this account. Please provide written confirmation once the account has been fully closed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]