

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

[Date]

[Bank Manager Name, if known]
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Formal Request to Close Account(s) - [Account Number(s)]

Dear [Bank Manager Name or Customer Service Department],

I am writing to formally request the closure of my bank account(s) held at your institution, effective immediately. The account details are as follows:

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

I have decided to discontinue my relationship with [Bank Name] due to the high service fees and maintenance charges associated with my account. These costs have become prohibitive, and I have chosen to move my business to a provider with a more competitive fee structure.

Please process the closure and issue a check for the remaining balance to the mailing address listed above. Alternatively, you may transfer the remaining funds to the following account:

- Bank Name: [New Bank Name]
- Routing Number: [New Routing Number]
- Account Number: [New Account Number]

I have ceased all automated payments and direct deposits associated with this account. Please provide written confirmation once the account has been officially closed and the final balance has been transferred.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]