

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

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

Subject: Closure of Checking Account - [Account Number]

To Whom It May Concern,

Please accept this letter as formal notification to close my checking account ending in [Last 4 Digits of Account Number], effective immediately.

I am choosing to close this account due to the unacceptable fee structure associated with it. Despite my history as a customer, the current service charges and maintenance fees are no longer compatible with my financial needs.

Please take the following actions regarding this closure:

- Stop all further automated transactions and service charges.
- Send a check for the remaining balance to the address listed above.
- Send a written confirmation stating that the account is closed in good standing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]