

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

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

Subject: Notice of Account Closure - Account Number: [Your Account Number]

To Whom It May Concern,

Please accept this letter as formal notification to close my account referenced above, effective [Date].

I am choosing to close this account due to the recent announcement regarding the increase in service fees. After reviewing the new fee structure, I have decided to move my business to another institution that better fits my financial needs.

Please take the following actions regarding this closure:

- Stop all automated payments and recurring transfers associated with this account.
- Discontinue any further service charges or monthly maintenance fees.
- Send a check for the remaining balance, including any accrued interest, to my mailing address listed above.

Please send a written confirmation once the account has been officially closed and the final balance has been disbursed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]