

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

[Date]

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

**Subject: Formal Notice to Terminate Bank Account Number: [Account Number]**

To the Account Management Department,

I am writing to formally request the closure of my [Type of Account, e.g., Savings/Checking] account, number [Account Number], effective immediately.

The reason for this termination is the recent notification regarding the hike in interest rates and associated service fees. After reviewing these changes, I have decided to move my funds to an institution that offers more competitive rates and terms.

Please process the closure of this account and issue a check for the remaining balance, including any accrued interest, to my mailing address listed above. Alternatively, you may transfer the remaining balance to the following external account:

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

Please confirm in writing when the account has been officially closed and provide a final statement showing a zero balance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]