

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

[Date]

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

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

To Whom It May Concern,

Please accept this letter as a formal request to close my savings account, account number [Your Account Number], effective immediately.

I am closing this account due to the recent changes in your fee structure, which I find unjustified. As a result, I no longer wish to maintain a banking relationship with your institution.

Please issue a check for the remaining balance in the account, including any accrued interest, and mail it to my address listed above. Alternatively, you may transfer the total remaining funds to the following account:

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

I have stopped all automated transactions and direct deposits associated with this account. Please provide written confirmation that this account has been closed and that no further fees will be charged.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]