

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

[Date]

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

Subject: Request to Close Personal Savings Account - [Your Account Number]

To Whom It May Concern,

Please accept this letter as a formal request to close my personal savings account held at your branch. My account details are as follows:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]

I request that the remaining balance in this account, including any accrued interest, be disbursed to me via the following method:

[Select one option below:]

- A cashier's check mailed to my address listed above.
- A transfer to my other account: [Name of Bank], [Routing Number], [Account Number].

I have already ensured that all pending transactions have cleared and any automatic transfers linked to this account have been cancelled.

Please send me a written confirmation once the account has been officially closed. If there are any forms I need to sign or further steps required, please notify me immediately.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]