

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

[Date]

[Bank Manager Name or Department]  
[Bank Name]  
[Bank Branch Address]  
[City, State, Zip Code]

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

Dear [Bank Manager Name or Customer Service],

I am writing to formally request the closure of 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]
- **Account Type:** Savings Account

Please transfer the remaining balance in this account, including any accrued interest, to the following account:

- **Bank Name:** [Destination Bank Name]
- **Account Number:** [Destination Account Number]
- **Routing/Sort Code:** [Destination Routing Number]

Alternatively, please issue a cashier's check for the remaining balance and mail it to my address listed above.

I have destroyed my ATM card and any unused checks associated with this account. Please provide written confirmation once the account has been fully closed and the funds have been transferred.

Thank you for your assistance with this matter.

Sincerely,

[Signature (if sending by mail)]  
[Your Printed Name]