

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Authorization to Close Personal Savings Account - [Account Number]

To the Branch Manager,

I am writing to formally request the closure of my personal savings account held at your branch. The details of the account are as follows:

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

Please process the closure of this account effective as of [Date].

Regarding the remaining balance in the account, please [choose one: issue a cashier's check to my mailing address / transfer the funds to my other account number [New Account Number] at [Bank Name]].

I have destroyed my debit card and any unused checks associated with this account. Please provide a written confirmation once the account has been successfully closed.

If you require any further information or verification, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]