

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

[Date]

[Bank Name]
[Bank Branch Address]

Subject: Instruction 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. My account details are as follows:

- **Account Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Account Type:** Savings Account

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

Regarding the remaining balance in the account, please [choose one option below]:

- Issue a cashier's check for the full remaining balance and mail it to my address listed above.
- Transfer the full remaining balance to my other account: [Bank Name], Account Number [New Account Number].

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

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]