

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

[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 institution, effective immediately.

Account Details:

Account Holder Name: [Your Full Name]
Account Number: [Your Account Number]
Type of Account: Savings

I request that the remaining balance in this account, including any accrued interest, be distributed in the following manner:

- Send a check to my mailing address listed above.
- Transfer the remaining funds to my other account: [Bank Name / Account Number].

Please send me written confirmation once the account has been officially closed. If there are any outstanding fees or requirements to finalize this request, please contact me as soon as possible.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]