

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

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

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

To Whom It May Concern,

Please accept this letter as a formal request to close my personal savings account, number [Your Account Number], effective immediately.

I am closing this account because it is currently inactive. Please process the closure and send the remaining balance, including any accrued interest, to me via [check to my address on file / transfer to my other account: Account Number].

Once the account is closed, please provide a written confirmation for my records.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]