

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

[Date]

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

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

Dear Customer Service Department,

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]

Please close this account effective immediately. I request that all remaining funds in the account, including any accrued interest, be sent to me via a check at the mailing address listed above.

Alternatively, please transfer the remaining balance to my other account with the following details:

- **Bank Name:** [New Bank Name]
- **Routing Number:** [New Routing Number]
- **Account Number:** [New Account Number]

Please send me written confirmation once the account has been closed and the final balance has been distributed.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]