

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

[Date]

[Bank Name]
[Branch Address]

Subject: Request to Close Savings Account and Transfer Funds

To Whom It May Concern,

Please accept this letter as a formal request to close my personal savings account held at your branch. My account details are as follows:

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

I request that all remaining funds in this account, including any accrued interest, be transferred to the following account:

Bank Name: [Receiving Bank Name]
Account Holder Name: [Name on Receiving Account]
Routing Number: [Receiving Routing Number]
Account Number: [Receiving Account Number]

Once the transfer is complete and the balance is zero, please proceed with the permanent closure of my account. Please send a written confirmation to my address above once this process is finalized.

If there are any forms required or fees associated with this closure, please contact me immediately.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]