

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

[Date]

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

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

To Whom It May Concern,

Please accept this letter as a formal request to close my personal savings account effective immediately. My account details are as follows:

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

Please transfer the remaining balance in this account, including any accrued interest, via the following method (select one):

- Enclose a check for the remaining balance and mail it to my address listed above.
 Transfer the remaining balance to my other account: [Bank Name] / Account Number:
[Number].

I have destroyed all debit cards and unused checks associated with this account. Please send me a written confirmation once the account closure process is complete.

If there are any fees or final requirements to close this account, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]