

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

[Date]

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

**Subject: Account Closure Notice - Account Number: [Your Account Number]**

To whom it may concern,

Please accept this letter as formal notification to close my personal savings account, number [Your Account Number], effective [Date]. I am closing this account because I am relocating to [New City/State/Country] and will no longer be able to use this branch.

Please issue a check for the remaining balance in the account, including any accrued interest, and mail it to my new address listed below:

[Your New Address]  
[City, State, Zip Code]

If there are any forms I need to sign or further actions required to finalize this closure, please contact me at [Phone Number] or via email at [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]