

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

[Date]

[Bank or Company Name]
[Department Name]
[Address]
[City, State, Zip Code]

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

To Whom It May Concern,

Please accept this letter as formal notification to close my [Type of Account, e.g., Checking/Savings] account effective immediately. This decision follows the recent merger between [Old Company Name] and [New Company Name].

I request that all remaining funds in the account be sent to me via a check at the address listed above. Please ensure that all standing orders, direct debits, and automated transfers associated with this account are canceled.

Please provide written confirmation once the account has been officially closed and the final balance has been disbursed.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]