

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

[Date]

[Name of New Bank / Successor Institution]  
[Branch Address]  
[City, State, Zip Code]

**Subject: Formal Request to Close Checking Account Number: [Your Account Number]**

To Whom It May Concern,

Please accept this letter as a formal request to close my checking account held at your institution, formerly [Name of Old Bank], effective immediately. Following the recent acquisition, I have decided to consolidate my finances elsewhere.

I have confirmed that all outstanding checks and automated transactions have cleared the account. Please find enclosed a check for the remaining balance of \$[Amount], or alternatively, please issue a check for the final balance and mail it to the address listed above.

Please provide written confirmation once the account has been officially closed. If there are any forms required to finalize this process, please send them to me at your earliest convenience.

Thank you for your assistance with this transition.

Sincerely,

[Your Signature]  
[Your Printed Name]