

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

[Date]

[Name of Financial Institution]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Account Withdrawal and Closure due to Merger

To Whom It May Concern,

I am writing to formally request the closure of my account(s) following the recent merger between [Name of Old Institution] and [Name of New Institution].

Please close the following account(s) effective immediately:

- Account Type: [e.g., Checking/Savings] | Account Number: [Account Number 1]
- Account Type: [e.g., Checking/Savings] | Account Number: [Account Number 2]

I request that the total remaining balance in these accounts, including any accrued interest, be disbursed to me via the following method:

[Select one: A check mailed to my address on file / An electronic transfer to the account details provided below]

Transfer Details (if applicable):

Bank Name: [New Bank Name]
Routing Number: [Routing Number]
Account Number: [Account Number]

Please provide written confirmation once the accounts have been closed and the final funds have been sent. If there are any forms required to finalize this request, please send them to me at your earliest convenience.

Thank you for your assistance with this transition.

Sincerely,

[Signature]

[Your Printed Name]