

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

[Date]

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

RE: Account Closure Due to Bank Merger

To Whom It May Concern,

I am writing to formally request the closure of my bank account(s) following the recent merger between [Current Bank Name] and [Acquiring Bank Name]. I have decided not to transition my accounts to the new institution.

Please close the following account(s):

- Account Type: [e.g., Checking/Savings] - Account Number: [Last 4 Digits]
- Account Type: [e.g., Checking/Savings] - Account Number: [Last 4 Digits]

Please issue a check for the remaining balance in these accounts, including any accrued interest, and mail it to my address listed above.

I have stopped all recurring direct deposits and automatic payments associated with these accounts. Please ensure that no further fees are charged to these accounts effective immediately.

Please send a written confirmation once the accounts have been officially closed and the final balance has been disbursed.

Sincerely,

[Your Signature]

[Your Printed Name]