

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

[Date]

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

RE: Request to Transfer Funds and Close Account(s)

To Whom It May Concern,

Due to the recent merger between [Old Institution Name] and [New Institution Name], I am writing to formally request the closure of my account(s) listed below:

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

Please transfer the full remaining balance, including any accrued interest, to the following external account:

- Receiving Bank Name: [Bank Name]
- Routing Number: [Routing Number]
- Account Number: [Account Number]
- Account Holder Name: [Your Name]

Please stop all automated transfers, direct deposits, and recurring debits associated with these accounts effective immediately. Once the final balance has been transferred, please provide a written confirmation that the accounts have been closed.

If there are any fees associated with this closure or if further documentation is required, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]