

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

[Date]

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

Re: Account Closure Request for Account Number(s): [Insert Account Number(s)]

To Whom It May Concern,

Please accept this letter as formal notification to close my personal banking account(s) listed above, effective immediately. This decision follows the recent merger between [Name of Current Bank] and [Name of Acquiring Bank].

I have decided not to transition my accounts to the new institution. Please issue a check for the remaining balance in my account(s), including any accrued interest, and mail it to my address listed above.

I have stopped all direct deposits and automatic payments associated with this account. Please reject any further transaction requests or fees starting from the date of this letter.

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

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]