

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

[Date]

[Name of Bank Representative or Customer Service Department]  
[Name of Financial Institution]  
[Address of Branch]

Re: Request to Close Savings Account Number: [Account Number]

To Whom It May Concern,

Please accept this letter as a formal request to close my savings account, number [Account Number], effective immediately. I am choosing to close this account due to the recent merger between [Old Bank Name] and [New Bank Name].

Please issue a check for the remaining balance in the account, including any accrued interest, and mail it to my address listed above. Alternatively, you may transfer the full balance to the following account:

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

I request that you stop all automated transfers or recurring transactions associated with this account. Please provide written confirmation once the account has been fully closed and the balance has been disbursed.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]