

[Date]

[Recipient Name/Department]

[Financial Institution Name]

[Branch Address]

[City, State, Zip Code]

RE: Institutional Funds Transfer and Final Account Closure

To Whom It May Concern,

This letter serves as a formal instruction to close the following account(s) held at your institution in the name of [Organization/Institution Name]:

- **Account Name:** [Account Name]
- **Account Number:** [Account Number]
- **Account Type:** [e.g., Checking, Savings, Money Market]

Please transfer the full remaining balance, including all accrued interest, to the following destination account:

- **Receiving Institution:** [Bank Name]
- **Routing/ABA Number:** [Number]
- **Account Number:** [Number]
- **Account Name:** [Organization Name]
- **Swift/BIC (if applicable):** [Code]

Please execute this transfer effective [Date]. Once the transfer is complete and the final balance is zero, please proceed with the permanent closure of the account(s) listed above. Send a final closing statement and confirmation of closure to the address on file.

If there are any fees associated with this closure or transfer, please deduct them from the final balance prior to the transfer. Should you require further documentation or verbal verification, please contact [Authorized Representative Name] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Organization Name]

Authorized Co-Signer (if required):

[Signature]
[Printed Name]
[Title/Position]