

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Letter of Instruction for Account Termination and Balance Transfer

Dear Customer Service Department,

Please accept this letter as formal instruction to close the following account(s) held at your institution:

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

I request that you transfer the full remaining balance, including any accrued interest, to the account specified below:

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

Please discontinue any further automatic debits or credits associated with this account immediately. Once the transfer is complete and the account is closed, please send a written confirmation to my address listed above.

If there are any fees associated with this closure, please deduct them from the final balance prior to the transfer. If you require further information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]