

Current Date: [Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

RE: Request to Close Personal Checking Account

To Whom It May Concern,

Please accept this letter as a formal request to close my personal checking account effective immediately. My account details are as follows:

- Account Holder Name: [Full Name]
- Account Number: [Account Number]

I request that the full remaining balance in this account, including any accrued interest, be transferred to the following account:

- Bank Name: [New Bank Name]
- Routing Number: [Routing Number]
- Account Number: [New Account Number]

If a direct transfer is not possible, please issue a cashier's check for the remaining balance and mail it to my address on file.

Please stop all pre-authorized withdrawals and deposits associated with this account. I have confirmed that all outstanding checks have cleared. Once the account is closed, please send a written confirmation to my address.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]