

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Bank Name]
[Bank Address]

Subject: Closing of Savings Account [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 request that all remaining funds in this account, including any accrued interest, be remitted to the following external account via wire transfer or cashier's check:

Receiving Institution: [Competitor Bank Name]
Account Holder Name: [Your Name]
Routing Number: [Routing Number]
Account Number: [Account Number]

Please send a written confirmation once the account has been closed and the funds have been transferred. If there are any fees associated with this closure, please deduct them from the final balance.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]