

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

[Date]

[Bank Name]
[Department Name, e.g., Retirement Services]
[Bank Address]
[City, State, Zip Code]

Subject: Request to Close Individual Retirement Account (IRA) and External Rollover

To Whom It May Concern,

Please accept this letter as my formal authorization to close my Individual Retirement Account (IRA) held at your institution and transfer the full balance via a direct rollover to a new custodian.

Current Account Information:

Account Holder Name: [Your Full Name]
Account Number: [Your Account Number]
Type of IRA: [Traditional / Roth / SEP]

Transfer Instructions:

Please liquidate all assets in the aforementioned account and issue a check for the total remaining balance. The check should be made payable to the new custodian for my benefit as follows:

[New Financial Institution Name]
FBO [Your Full Name]
Account Number: [New Account Number at Receiving Institution]

Mailing Instructions:

Please mail the check and any required closing documentation directly to the following address:

[New Financial Institution Name]
[Attn: Department Name]
[New Institution Mailing Address]
[City, State, Zip Code]

I understand that any applicable closing or termination fees may be deducted from the account balance prior to the transfer. If you have any questions or require additional verification, please contact me at [Your Phone Number].

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]