

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

[Date]

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

RE: Request to Close Account Number: [Your Account Number]

To Whom It May Concern,

Please accept this letter as a formal request to close my bank account referenced above, effective immediately.

I am aware that this account currently has an overdrawn balance of \$[Amount]. Enclosed with this letter, you will find a [Check/Money Order] for the full amount of \$[Amount] to bring the account balance to zero and cover any final outstanding fees.

Once the balance has been settled and the account closed, please send me a written confirmation stating that the account is closed and that I have no further financial obligations to [Bank Name].

If there are any issues or additional requirements to complete this process, please contact me directly at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]