

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

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

RE: Closure of Overdrawn Account - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request the closure of my bank account referenced above. I am aware that the account currently carries a negative balance of \$[Amount].

Enclosed with this letter, please find a [Check/Money Order] for the amount of \$[Amount] to bring the account balance to zero and cover any final administrative fees associated with the closure.

Please process this closure immediately. I request that you provide a written confirmation once the account has been closed and the balance has been settled. Please also ensure that this status is updated correctly with any relevant credit reporting agencies.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]