

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

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

Re: Request to Close Account - Account Number: [Your Account Number]

To the Customer Service Department,

I am writing to formally request the closure of my bank account referenced above, effective immediately.

I acknowledge that this account currently has an outstanding negative balance of \$[Amount]. Please find enclosed a [Check/Money Order] for the full amount of \$[Amount] to bring the account balance to zero and cover any final administrative fees.

Once this final payment is processed and the account is closed, please send me a written confirmation stating that the account has been closed in good standing and that no further balance is owed.

Please cancel all standing orders, direct debits, or automated transfers associated with this account. If you require any additional information or documentation, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]