

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

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

RE: Notice of Account Closure and Final Payment

Dear Customer Service Department,

Please accept this letter as formal notification to close my account numbered [**Account Number**], effective immediately.

According to my records, this account currently has an overdrawn balance of \$[Amount]. Enclosed with this letter, please find a [Check/Money Order] in the amount of \$[Amount] to cover the full outstanding balance and bring the account to zero.

Once this payment has been processed and the account is closed, please send me a written confirmation stating that the account is closed and that no further balance is owed. If there are any remaining fees that prevent the closure of this account, please contact me immediately at the phone number listed above.

Please ensure that any automatic deposits or withdrawals linked to this account have been cancelled or redirected to my new financial institution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosure: [Check/Money Order Number]