

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Request to Close Multiple Inactive Accounts

To Whom It May Concern,

I am writing to formally request the closure of the following inactive bank accounts held in my name at your institution:

- Account Type: [e.g., Savings] - Account Number: [Account Number 1]
- Account Type: [e.g., Checking] - Account Number: [Account Number 2]
- Account Type: [e.g., Savings] - Account Number: [Account Number 3]

I confirm that there are no pending transactions or outstanding balances associated with these accounts. Please find enclosed a copy of my government-issued ID for verification purposes.

If there are any remaining funds in these accounts, please issue a single check for the total balance and mail it to my address listed above. If there are zero balances, please proceed with the closure immediately.

Please provide written confirmation once these accounts have been successfully closed. Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]