

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

[Date]

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

Subject: Request to Close Bank Accounts

To Whom It May Concern,

Please accept this letter as a formal request to close the following retail banking accounts held at your institution:

- Account Type: [e.g., Checking] | Account Number: [Number]
- Account Type: [e.g., Savings] | Account Number: [Number]
- Account Type: [e.g., Money Market] | Account Number: [Number]

I have ceased all automated transactions, direct deposits, and recurring payments associated with these accounts. Please find enclosed my destroyed debit card(s) and any remaining checks.

Please disburse the remaining balance in these accounts, including any accrued interest, via the following method:

A check mailed to my address listed above.

A transfer to my external account: [External Bank Name] | Routing: [Number] | Account: [Number]

Upon closure, please provide a written confirmation that these accounts are closed and that the final balance has been distributed.

Sincerely,

[Signature]
[Your Printed Name]