

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

[Date]

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

Subject: Request to Close Personal Checking and Savings Accounts

To Whom It May Concern,

Please accept this letter as a formal request to close my personal accounts held at your institution, effective immediately. The accounts to be closed are as follows:

- Checking Account Number: [Enter Account Number]
- Savings Account Number: [Enter Account Number]

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

[Select one option and delete the other]

- Issue a check mailed to my address on file.

- Transfer the funds to my external account: [Bank Name], Routing Number: [Number], Account Number: [Number].

I have confirmed that all outstanding checks have cleared and all automated payments or direct deposits have been moved to another institution. Please stop any further service charges or fees on these accounts as of the date of this letter.

Kindly send a written confirmation once these accounts have been officially closed.

Sincerely,

[Your Signature]

[Your Printed Name]