

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

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

Subject: Confirmation of Checking Account Closure

Dear Customer Service Team,

I am writing to formally request the closure of my checking account held at your institution. Please find the account details below:

- Account Holder Name: [Your Name]
- Account Number: [Account Number]
- Account Type: Checking

Please disburse any remaining balance in the account, including accrued interest, via a check sent to the mailing address listed above.

I confirm that I have stopped all recurring automatic payments and direct deposits associated with this account. I have also destroyed all remaining checks and debit cards linked to this account.

Please provide written confirmation once the account has been officially closed. If there are any outstanding requirements or forms I need to complete, please notify me immediately.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]