

To: [Name of Bank/Financial Institution]
Attn: Account Closures Department
[Bank Address]
[City, State, Zip Code]

Date: [Current Date]

RE: NOTICE OF IMMEDIATE ACCOUNT TERMINATION AND CLOSURE

To whom it may concern,

Please accept this formal letter as a demand to immediately close the following account(s) held at your institution:

- **Account Holder Name:** [Your Full Name]
- **Account Number(s):** [List Account Number(s)]
- **Account Type:** [e.g., Checking, Savings, Money Market]

I request that all access to these accounts, including associated debit cards, online banking access, and automated transfers, be terminated effective immediately upon receipt of this notice.

Regarding any remaining balance in the account(s), please: [Choose one: Issue a check to the address listed below / Transfer the remaining funds to the account details provided below].

Transfer Instructions (if applicable):

Bank Name: [New Bank Name]
Routing Number: [New Routing Number]
Account Number: [New Account Number]

Please provide written confirmation that the account(s) have been closed and the final balance has been disbursed. If there are any outstanding fees or requirements to finalize this termination, contact me immediately at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Current Mailing Address]
[Your Phone Number]