

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

[Date]

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

Subject: Notice of Account Closure

To Whom It May Concern,

Please accept this letter as a formal request to close my deposit account(s) held at your institution effective immediately.

Account Details:

- **Account Holder Name:** [Full Name on Account]
- **Account Number:** [Account Number]
- **Account Type:** [Checking/Savings/Other]

Please send the remaining balance of the account, including any accrued interest, via check to the mailing address listed above. Alternatively, please transfer the remaining funds to the following account:

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

I have stopped all automatic payments and direct deposits associated with this account. Please confirm in writing when the account has been closed and the final balance has been disbursed.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]