

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

[Date]

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

**Subject: Notice of Checking Account Closure**

To Whom It May Concern,

Please accept this letter as formal notification to close my checking account effective immediately. Below are the account details:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]

I have verified that all outstanding checks and pending transactions have cleared. Please stop all pre-authorized withdrawals and deposits associated with this account.

Please issue a check for the remaining balance in the account and mail it to the address listed above. If there are no remaining funds, please provide written confirmation that the account balance is zero and the account is officially closed.

Kindly send a written confirmation of this closure for my records. If you have any questions or require further information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]