

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

[Date]

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

Subject: Request to Close Savings Account - [Account Number]

To the Branch Manager,

I am writing to formally request the closure of my savings account held at your branch. The details of the account are as follows:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Social Security Number/ID Number:** [Your ID Number]

Please discontinue all standing instructions and recurring transfers associated with this account immediately. I have already ensured that all pending transactions have cleared.

Regarding the remaining balance in the account, please [choose one: issue a cashier's check / transfer the funds to the account details provided below]:

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

Once the account is closed, please send a written confirmation to my mailing address listed above.

Thank you for your assistance with this matter.

Sincerely,

[Signature (if sending by mail)]
[Your Printed Name]