

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

[Date]

[Recipient Name or Department]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Subject: Official Notice of Account Closure - Account Number: [Your Account Number]

Dear [Contact Person or Customer Service Team],

Please accept this letter as a formal request to close my account referenced above, effective immediately. I have confirmed that all outstanding transactions have cleared and there is a remaining balance of [Amount].

Regarding the remaining balance, please [select one: send a check to my address on file / transfer the funds to the following account: [Bank Name, Routing Number, and Account Number]].

I would also like to take this opportunity to express my satisfaction with the services provided during the time I held this account. I have been pleased with the professionalism of your staff and the quality of your platform. My decision to close the account is due to [briefly state reason, e.g., relocation or consolidating accounts] and is not a reflection of your service.

Please send a written confirmation once the account has been officially closed and the final balance has been disbursed.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]