

# Account Closure Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Customer Service/Account Manager],

I am writing to formally request the closure of my account with [Bank/Company Name]. My account number is [Insert Account Number]. Please consider this letter as my official notice for account closure.

I would appreciate it if you could confirm the closure of my account and provide me with a statement of the final balance. If any final payments are required, please let me know.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]