

# Letter of Account Closure

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the closure of the charitable organization account held by [Organization Name] at your bank. The account number is [Account Number].

As of [Closure Date], our organization has ceased operations, and we wish to finalize all financial matters related to our accounts. We kindly ask you to process the closure and provide us with a written confirmation of the account termination.

Please ensure all remaining funds in the account, totaling [Remaining Amount], are either [specify action: transferred, donated, etc.], to [specify where or who].

Should you require any additional documentation or information to complete this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]