

# Ending Charity Bank Account Services

Date: [Insert Date]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

To Whom It May Concern,

We are writing to formally request the closure of our charity bank account with [Bank Name], account number [Account Number].

Due to [reason for closure, e.g., changes in financial strategy, merger with another organization], we have decided to discontinue the usage of this account. We kindly ask that you process this request on our behalf.

Please ensure that any remaining balance in the account is transferred to [new account details or other instructions] before finalizing the closure. We would appreciate written confirmation once the account has been closed.

Thank you for your attention to this matter. If you require any further information or documentation, please do not hesitate to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Charity Contact Information]