

Voluntary Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank/Financial Institution Name],

I am writing to formally request the closure of my account [Account Number] at your institution. I have decided to terminate my banking relationship for personal reasons.

Please process this request at your earliest convenience and confirm the closure of my account. Additionally, I would appreciate a final statement showing a zero balance and confirmation that no fees will be charged for this closure.

Thank you for your prompt attention to this matter. If you require any further information, please do not hesitate to reach me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]