

Account Closure Notification

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 [Recipient's Name],

I am writing to formally notify you that I wish to cease operation of my account with [Bank/Company Name], account number [Account Number], effective immediately.

Please confirm the closure of my account and ensure that any remaining balance is forwarded to my address listed above. I also kindly request a confirmation of the account closure for my records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]