

End of Banking Relationship Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally notify you of my decision to terminate my banking relationship with [Bank Name]. This decision is effective immediately.

As of today, I request that you cease all transactions associated with my accounts, which include the following:

- Account Number: [Insert Account Number]
- Account Number: [Insert Account Number]

Please send me a final statement for all accounts and provide any necessary instructions regarding the closure of these accounts.

Thank you for your assistance in this matter. I appreciate your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]