

# Account Closure Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank or Company Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intention to close my account with [Bank or Company Name], which is associated with the account number [Account Number]. Please consider this letter as my official request for the closure of my account effective immediately.

I kindly request that you process this closure and confirm the completion of the process through a written notification sent to my address provided above. If there are any outstanding balances or necessary steps required on my part, please inform me at your earliest convenience.

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]