

Account Discontinuation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank/Financial Institution Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Account Manager's Name or Customer Service],

I am writing to formally request the discontinuation of my account with [Bank/Financial Institution Name], effective immediately. My account number is [Insert Account Number].

Due to recent financial circumstances, I am unable to maintain my account and have decided it is in my best interest to close it. Please process this request at your earliest convenience and confirm that my account has been closed.

Should you need any further information or clarification, please feel free to contact me using the details provided above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]