

Cancellation of Bank Services

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the cancellation of my bank services linked to account number [Your Account Number]. I would like to terminate all associated services including [list specific services, e.g., checking account, credit card, loan, etc.].

Reasons for cancellation: [Briefly explain your reasons, if desired].

Please confirm the termination of services and any final statements related to my account. I would appreciate a written confirmation of this cancellation sent to my address or email stated above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]