

Letter of Termination of Banking Relationship

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

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]. Please consider this letter as my official request to close my accounts, including [List Account Types, e.g., savings, checking] effective immediately.

I kindly ask that you transfer any remaining funds in my accounts to [specify how you would like the funds transferred, e.g., a different bank account], and provide me with a written confirmation of the account closure.

Thank you for your past services. I appreciate your assistance in this matter.

Sincerely,
[Your Name]