

# Request to Discontinue Bank Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

The Branch Manager

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Dear [Branch Manager's Name],

I am writing to formally request the discontinuation of my bank account with your institution.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Reason for Discontinuation: [Brief Reason]

Please let me know if there are any necessary forms or procedures that I need to complete in order to finalize this request. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]