

Closure Notice for Investment Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Financial Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the closure of my investment account with your institution, account number [Account Number]. As of [Effective Closure Date], I would like to initiate the process of closing this account.

Please transfer any remaining funds to my bank account specified below:

[Bank Name]

[Account Number]

[Routing Number]

I appreciate your prompt attention to this matter. Please confirm the closure of my account and any final statements via email or mail as soon as the process is completed.

Thank you for your assistance.

Sincerely,

[Your Name]