

Account Closure Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Bank/Company Name]

[Bank/Company Address]

[City, State, ZIP Code]

Dear [Bank/Company Name],

I am writing to formally request the closure of my account with account number [Insert Account Number], effective immediately.

Kindly confirm the closure of my account and ensure that any remaining balance is transferred to my designated account at [Insert New Bank/Company Name].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]