

Account Closure Instructions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 the following details:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]

Kindly process this request at your earliest convenience and send me a confirmation once the account has been closed. Please ensure that any remaining balance is transferred to the following account:

- Account Name: [New Account Name]
- Account Number: [New Account Number]

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]