

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 request the closure of my Money Market Savings Account with your bank. The account number is [Your Account Number].

Please process the closure as soon as possible and send any remaining balance to my address listed above or to my designated account [provide account details if applicable].

Thank you for your assistance in this matter.

Sincerely,
[Your Name]