

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Closure of Money Market Account

Dear [Bank Manager's Name],

I am writing to formally request the closure of my Money Market Account with account number [Account Number], effective immediately. Please process this request at your earliest convenience.

I would appreciate it if you could transfer any remaining balance to my designated checking account [Checking Account Number] and send me a confirmation once the closure is complete.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]