

Funds Withdrawal and Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the withdrawal of all funds from my money market account ([Account Number]) and subsequently to close the account.

Please initiate the withdrawal process at your earliest convenience. I would appreciate confirmation of the withdrawal amount and the closure of my account.

If you require any further information or documentation to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]