

# Money Market Account Ending Instructions

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 am writing to formally request the closure of my Money Market Account with your institution, account number [Insert Account Number].

Please process this request at your earliest convenience and transfer any remaining balance to my designated checking account at [Insert Checking Account Bank Name], account number [Insert Checking Account Number].

If there are any forms to complete or further actions necessary on my part, please let me know. I would appreciate written confirmation of the account closure once it has been finalized.

Thank you for your assistance.

Sincerely,

[Your Name]