

Account Termination Letter

[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 termination of my money market account with your institution. My account number is [Account Number].

As of [Termination Date], I would like to have all the remaining funds transferred to my designated checking account at [Bank Name] or mailed to my address listed above. Please confirm the closure of the account and ensure that no further transactions take place after this date.

Thank you for your attention to this matter. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]