

Request to Close Money Market Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 the following details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

Please transfer any remaining balance to my checking account (Account Number: [Your Checking Account Number]) upon closure of the money market account.

Kindly confirm the closure of my account along with any necessary documentation.
Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]