



SHERIANAJAMII.COM

DATE

[Branch manager]

[Bank's Name]

[Bank's Street Address]

[Bank's City, State, and Zip Code]

RE: Request to close my account

Dear Branch Manager

Please accept this letter as my written authorization to close the accounts listed below at your bank. All of my transactions have cleared, and I have stopped any future debits and credits to my account.

Account type: Checking/Debit Card /Savings

Account Name:.....

Account Number:.....

Card Number:.....

Please send a check payable to me for the remaining balance(s) and an account closure confirmation to the following address:

Street Address:

City:.....

State:.....

Zip:.....

Please contact me in writing [email] or by phone at [Phone Number] if you have any questions about this request. Thank you for responding so quickly to this matter.

Sincerely,

[Your Signature]

[Your name]

Source & more information: <https://sherianajamii.com/bank-account-closing-letter-guide-samples>

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