

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Service

FNB Bank

[Bank Address]
[City, State, Zip Code]

Subject: Request to Close Savings Account

Dear Customer Service,

I hope this letter finds you well. I am writing to formally request the closure of my savings account with FNB Bank. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Please transfer any remaining balance to my primary checking account with you, or issue a check for the total amount.

I kindly ask that you send me written confirmation once my account has been closed.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]