

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

Vystar Credit Union

[Branch Address or Customer Service Address]
[City, State, Zip Code]

Subject: Request for Closure of Savings Account

Dear Vystar Credit Union,

I am writing to formally request the closure of my savings account with Vystar Credit Union. Below are the details of my account:

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]) or issue a check to the address provided above.

I appreciate your prompt attention to this matter and request a written confirmation of the account closure.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]