

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

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to formally notify you of my decision to withdraw my account [Account Number] from [Institution Name]. This decision is based on [brief reason, if you wish to include, e.g., personal circumstances, changes in financial needs, or dissatisfaction with services]. Please consider this letter as my official request to close my account. I kindly ask you to process my withdrawal as per the terms agreed upon when I opened the account.

I request that you send me a confirmation once my account has been successfully closed and any remaining balance transferred to my specified bank account or returned via check. My preferred method of receiving this confirmation is [email or postal mail].

Thank you for your assistance. Please let me know if any further information is required to complete this withdrawal process.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]