Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I would like to close my savings account. My account number is 123456 and account title is XYZ.

I have enclosed the required documents and forms with the letter. Kindly proceed with the formalities and close my account within this week. I would like to withdraw the saved amount and transfer it to my wife's account in ABC bank.

Kindly let me know when all the formalities have been completed.

Thank you.