

ACTIVATE YOUR MONEY

BANK CLOSURE LETTER TEMPLATE

This step is completely optional. However, you might want to let your former bank know why you are leaving. You never know the impact your letter can have on your bank's CEO, particularly if he/she starts receiving an increasing number of them.

[Bank's Name]
[Bank's Street Address]
[Bank's City, State, and Zip Code]

[Date]

Re: Bank Account Closure

Dear [CEO Name],

I am writing to inform that I have decided to close my [savings, checking, other] accounts with your bank. You might be interested to know why I have made this decision.

Who are you: Provide your name, explain in a sentence or two who you are/where you work/etc, mention how long you have been a customer, and give a sense of your account size(s) if significant. Assuming brought others to the bank, you might want to share that as well.

Why are you leaving: Explain what is it about the bank's service, investment portfolio, fees, or other aspects of the bank's business practices that are the primary reason you are leaving.

Where you are going: Share which bank(s) you are shifting your assets to and why you chose that bank or set of banks.

Sincerely,

[Your Name]