

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

The Branch Manager
Axis Bank

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

Subject: Request for Account Closure

Dear Sir/Madam,

I am writing to formally request the closure of my Axis Bank account.

Below are the details of my account:

- Account Holder's Name: [Your Name]
- Account Number: [Your Account Number]
- Account Type: [Savings/Current/Other]

Please process the closure of my account at your earliest convenience.

Kindly inform me about any final steps needed from my side and the settlement of any balance or dues.

I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]