

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

Subject: Request for Cancellation of Bank Services

Dear [Bank Manager's Name],

I am writing to formally request the cancellation of my [specific service, e.g., checking account, credit card, etc.] with [Bank Name]. My account number is [your account number].

Please process this cancellation effective immediately and confirm the closure of my account in writing. I would appreciate your assistance in ensuring that all outstanding balances are settled and no additional fees are incurred.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]