

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Account Closure

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the closure of my bank account with [Bank Name]. Below are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Account Type: [Checking/Savings/Other]

I kindly ask you to process the closure of my account effective immediately. Please confirm that there are no pending transactions or fees associated with the account. Additionally, I would appreciate a written confirmation once the closure has been completed.

Thank you for your attention to this matter. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a physical letter)]

[Your Name]