

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

[Date]  
[Bank Name]  
[Branch Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

Subject: Request for Closure of Bank Account

I hope this letter finds you well. I am writing to formally request the closure of my bank account with [Bank Name], bearing the account number [Your Account Number].

Please consider this letter as my official instruction to proceed with the closure of my account. I kindly ask you to ensure that all transactions have been finalized, and any remaining balance be transferred to my linked account ([provide details of the linked account if applicable]).

I have attached all necessary documents for verification. Should you require any further information to process this request, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]