

[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 am writing to formally request the closure of my bank account with [Bank Name]. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I request that any remaining balance in my account be transferred to [provide alternative method of transfer, e.g., another bank account or via check] before the account is closed.

Please confirm the closure of my account in writing and inform me if there are any further steps I need to take to complete the process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]