

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

Dear [Bank Manager's Name],

Subject: Request to Close Account

I hope this message finds you well. I am writing to formally request the closure of my account with your bank, [Account Number].

The reason for this decision is [briefly explain reason, e.g., "I have relocated to another city and have decided to switch to a local bank," or "I no longer require the account due to changes in my financial situation"].

Please process this request at your earliest convenience. I would appreciate receiving written confirmation of the account closure and any final statements.

Thank you for your assistance.

Sincerely,

[Your Name]