

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

[Bank/Company Name]
[Bank/Company Address]
[City, State, ZIP Code]

Subject: Account Closure Request

Dear [Bank/Company Name],

I am writing to formally request the closure of my account with the following details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

Please process this request at your earliest convenience and confirm the closure of my account. Additionally, I would appreciate a final statement showing that the account has been closed and any remaining balance has been disbursed.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]