

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

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

Subject: Request to Close Bank Account

Dear [Bank Manager's Name],

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]

Please process this request and confirm the closure of my account. I would appreciate it if you could send me a written confirmation once the account has been closed.

If there are any remaining funds in the account, please transfer them to my [specify method, e.g., another bank account, check].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]