

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

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

Subject: Request for Closure of Bank Account

Dear [Bank Manager's Name or Customer Service],

I hope this message finds you well.

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]
- Type of Account: [Checking/Savings/etc.]

Please ensure that any remaining balance in my account is transferred to the following account or sent to me via check:

- Account Number: [Recipient Account Number]
- Bank Name: [Recipient Bank Name]

I kindly ask that you send me a confirmation once the account has been successfully closed.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]