

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

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

Subject: Request for Closing Bank Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the closure of my bank account with [Bank Name]. Below are the details of the account I wish to close:

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

I request that you process the closure of my account effective immediately. Additionally, I would appreciate it if you could confirm the closure of the account in writing and ensure that any remaining balance is sent to me via [preferred method, e.g., check or electronic transfer]. Please let me know if you require any further information or documentation from my side to complete this process.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]