

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

Subject: Request for Account Termination

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the termination of my bank account with your institution.

Account Details:

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

The reason for my account termination is [briefly state reason, e.g., personal circumstances, dissatisfaction, etc.]. I kindly ask that you process this request at your earliest convenience and confirm the closure of my account.

Please ensure that any remaining balance is transferred to my designated account, which is as follows:

- [New Account Details, if applicable]

I appreciate the services provided by [Bank Name] and thank you for your attention to this matter.

Sincerely,

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