

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

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

Dear [Bank Manager's Name],

Subject: Request for Closure of Bank Account

I am writing to formally request the closure of my bank account with your institution. The details of my account are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I would appreciate it if you could process this request at your earliest convenience. Please confirm the closure of my account and ensure that any remaining balance is transferred to me via [preferred method, e.g., check, direct deposit].

Thank you for your attention to this matter. If you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]