

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

Subject: Bank Account Closure Notification

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], and the account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Account Type: [Savings/Checking/etc.]

I kindly ask that you process this request at your earliest convenience. Please confirm the closure of my account and provide any necessary documentation for my records.

If there are any remaining balances or actions required on my part, please let me know how to proceed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]