

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

Subject: Request for Bank Account Closure

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

I am writing to formally request the closure of my bank account with [Bank Name] associated with the account number [Your Account Number]. Please process this request at your earliest convenience and confirm the closure in writing. If there are any remaining funds in the account, please transfer them to my new account, the details of which are as follows:

[New Bank Name]
[New Account Number]
[New Bank Address]

Additionally, please let me know if there are any forms or further information needed to complete this process.

Thank you for your assistance.

Sincerely,

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