

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

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

Subject: Request for Termination of Bank Account

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the closure of my bank account with your institution. The details of the account are as follows:

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

Please process the closure of my account effective immediately. I request that any remaining balance be transferred to my designated account at [Name of Other Bank] with the following details:

- Account Number: [Other Bank Account Number]
- Account Holder Name: [Your Full Name]

I would appreciate your confirmation of this request and any documentation necessary to finalize the termination process.

Thank you for your assistance.

Sincerely,

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