

Subject: Request for Closing My Bank Account

Dear [Bank Name] Customer Service,

I hope this message finds you well. I am writing to formally request the closure of my bank account with the following details:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Type of Account: [Checking/Savings/Other]

Please close my account effective immediately and confirm the closure via email. Additionally, I would appreciate any instructions regarding the withdrawal of my remaining balance and any final statements or documents that I may need.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]