

[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 or "To Whom It May Concern"],
I am writing to formally request the closure of my bank account with
[Bank Name]. My account number is [Your Account Number].
Please process this request at your earliest convenience and confirm the
closure of my account in writing. I would appreciate receiving any
remaining balance via [preferred method, e.g., check or direct deposit].
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]