

[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],

I am writing to formally request the closure of my bank account with
[Bank Name].

Account Number: [Your Account Number]

Please process this request at your earliest convenience and confirm the
closure of my account. If there are any remaining balances, please issue
a check or transfer the remaining funds to the following account: [Your
New Account Details].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]