

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

Subject: Request for Account Closure

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

I am writing to formally request the closure of my bank account with your institution. Below are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [e.g., Checking, Savings]

Please process the closure of my account and send any remaining balance to my address mentioned above or transfer it to another account as specified below:

- [New Account Details, if applicable]

I would appreciate a written confirmation of the account closure. If you require any further information or documents, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

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