

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

[Bank Name]
[Bank Branch Address]
[City, State, ZIP Code]

Subject: Request to Close Bank Account

Dear [Bank Manager's Name],

I am writing to formally request the closure of my bank account with [Bank Name]. The account details are as follows:

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

Please ensure that any remaining balance in the account is transferred to my designated account or issued to me in the form of a check. I request that you send me written confirmation once the account has been successfully closed.

Thank you for your assistance in this matter.

Sincerely,

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