

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

Customer Service

DBS Bank

[Bank's Address]
[City, State, ZIP Code]

Subject: Account Closure Request

Dear Sir/Madam,

I am writing to request the closure of my bank account with DBS Bank.

Below are the details of my account:

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

Please consider this letter as my formal request to close the above-mentioned account effective immediately. I kindly ask for the remaining balance to be transferred to my designated account or issued as a cheque. I would appreciate a written confirmation of the account closure and the details regarding the final transaction. Should you need any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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