

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

Customer Service

FNB Bank

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

Subject: Account Closure Request

Dear FNB Bank Customer Service,

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

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Account Type: [Savings/Checking/etc.]

Please process my request at your earliest convenience. I kindly ask for a written confirmation of the account closure once it has been completed. If there are any final steps or remaining balances that require my attention, please let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]