

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

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

Dear [Bank Manager's Name],

Subject: Request for Account Closure

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

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

Please process the closure of my account effective immediately. I kindly ask you to confirm the closure in writing and let me know if there are any final procedures or documents that I need to complete.

Additionally, please ensure that any remaining balance in the account is transferred to my designated account [provide details if necessary] or issued as a check.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]