

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

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

Subject: Notification of Bank Account Closure

Dear [Bank Manager's Name],

I am writing to formally request the closure of my bank account with the following details:

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

Please process this request at your earliest convenience. I would appreciate written confirmation of the account closure and any remaining balance details.

Thank you for your assistance.

Sincerely,

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