

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

Dear [Bank Manager's Name],

Subject: Request for Closure of Bank Account

I am writing to formally request the closure of my bank account with  
[Bank Name], having the account number [Your Account Number].

I would appreciate it if you could process this request at your earliest  
convenience. Please confirm the closure of my account in writing and let  
me know of any remaining balance that needs to be disbursed.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]