

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

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

Subject: Request for Bank Account Shutdown

Dear [Bank Manager's Name or Sir/Madam],

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

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

Please process my request at your earliest convenience and confirm the closure of my account. I would also appreciate a written confirmation of the account closure along with the final balance, if any.

If there are any forms or additional information required from my side to facilitate this request, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]