

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

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

Subject: Request for Bank Account Termination

Dear [Bank Manager's Name],

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

Please ensure that any remaining balance in my account is transferred to the following account:

[New Account Bank Name]
[Account Name]
[Account Number]

I kindly ask you to notify me via email or phone once the account has been closed.

Thank you for your assistance in this matter.

Sincerely,

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