

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

Subject: Request for Account Closure and Withdrawal

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the closure of my bank account with [Account Number].

I would like to withdraw the remaining balance of [Amount] and request that these funds be transferred to my linked account [or specify another method, e.g., a check].

Please process this request at your earliest convenience. If you require any further information or documentation, do not hesitate to contact me. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]