

[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 or "Customer Service Team"],

Subject: Closing of Bank Account

I am writing to formally request the closure of my bank account with [Bank Name]. The details of my account are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Type of Account: [Checking/Savings/Other]

Please process the closure of my account effective [desired closure date]. I kindly ask you to ensure that any remaining balance is transferred to me via [preferred method, e.g., check, electronic transfer].

I would appreciate confirmation once my account has been closed. If you require any further information or documentation to process this request, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]