

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

Subject: Request for Closure of Bank Account

Dear [Bank Manager's Name],

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

I would like to ensure all my remaining balances and any pending  
transactions are addressed before the closure. Please confirm that there  
are no outstanding fees or charges on my account.

I kindly ask you to process this request at your earliest convenience and  
provide me with a written confirmation once the account has been  
successfully closed.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]