

[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]