

[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

Dear [Bank Manager's Name or Customer Service],

I am writing to request the closure of my bank account with the following details:

Account Name: [Your Name]

Account Number: [Your Account Number]

Type of Account: [Checking/Savings/Other]

Please process this request at your earliest convenience and confirm the closure of my account. I would also like to request a final statement showing the closure of the account along with any remaining balance transferred to my preferred account: [Your Preferred Account Details, if applicable].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]