

[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 [Bank Name].

My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Please process this request and confirm the account closure. I would also appreciate it if you could send me a written confirmation once the account has been closed and the final balance settled.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]