

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

Subject: Request for Closure of Savings Account

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the closure of my savings account with your bank. The details of the account are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

Please let me know if there are any remaining steps I need to take to complete this process and if there are any fees associated with the account closure.

Thank you for your assistance. I would appreciate a confirmation once the account has been officially closed.

Sincerely,  
[Your Name]