

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

[Bank Name]  
[Branch 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]. Below are the account details:

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

Please process my request to close this account at your earliest convenience. If there are any remaining funds, I would like them to be transferred to me via [preferred method: check, etc.].

I appreciate your assistance in this matter. If you require any further information, please do not hesitate to contact me.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]