

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

[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Dear [Bank Manager's Name],

Subject: Request for Bank Account Closure

I hope this letter finds you well. I am writing to formally request the closure of my bank account with [Bank Name]. The details of my account are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

I request that you process this closure effective immediately. Please ensure that any remaining balance is transferred to my specified account below:

[Alternative Bank Account Name]
[Alternative Bank Account Number]
[Bank Name]
[Bank Address]

I understand that any outstanding transactions must be settled before the closure is completed. If there are any final procedures I need to complete, please notify me.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]