

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

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Account Closure

I am writing to formally request the closure of my bank account with [Bank's Name]. The details of my account are as follows:

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

I would appreciate it if you could process this request at your earliest convenience. Please confirm the closure of my account and any final balance remaining.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]