

[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 Account Termination

Dear [Bank Manager's Name or "Customer Service"],

I am writing to formally request the closure of my bank account with your institution. Below are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Checking/Savings/Other]

Please consider this letter as my official request to terminate the above-mentioned account. I request that you initiate this process effective immediately and confirm the closure of my account in writing. Additionally, please let me know the steps I need to take to settle any outstanding transactions and withdraw any remaining balance in the account.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]