

[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 or "Customer Service"],
I am writing to formally request the closure of my bank account with the following details:

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

Please let me know if there are any procedures or forms I need to complete to finalize this request. I would also appreciate it if you could send me confirmation once the account has been closed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]